

User Manual Picturepark 8.4

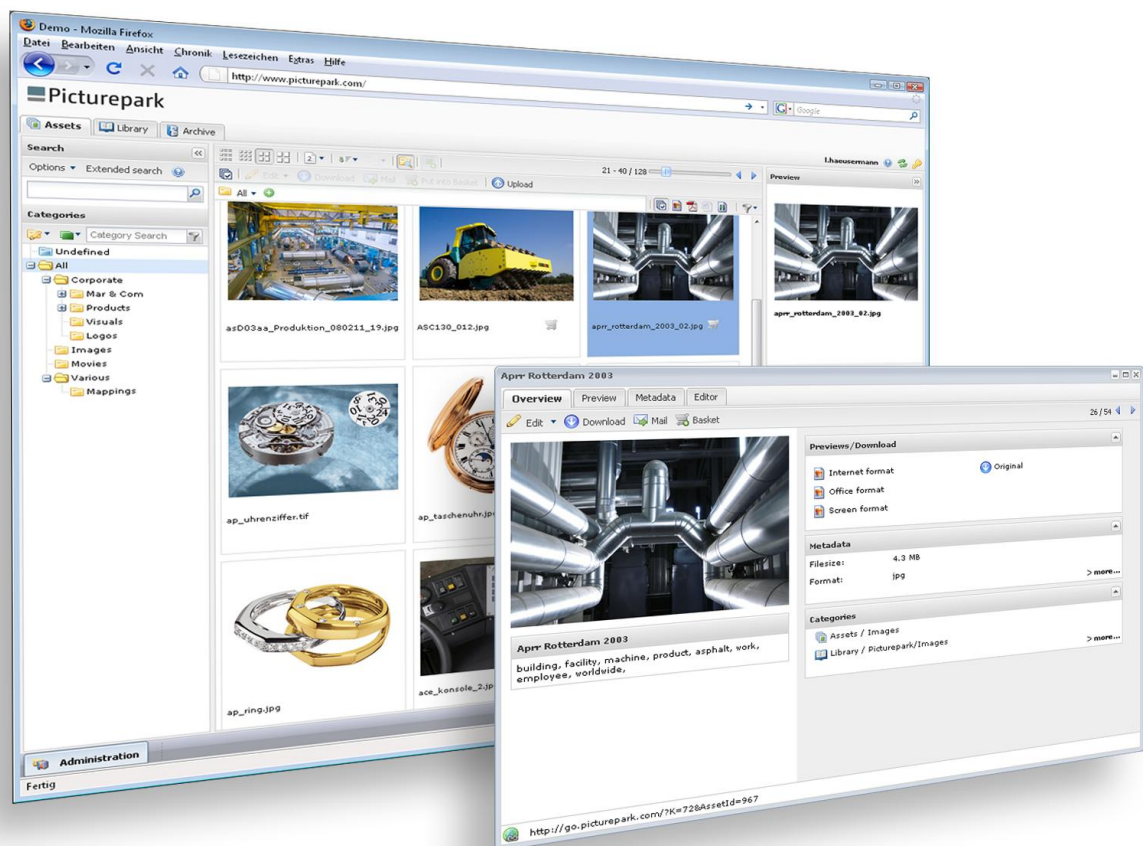


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1 Basics

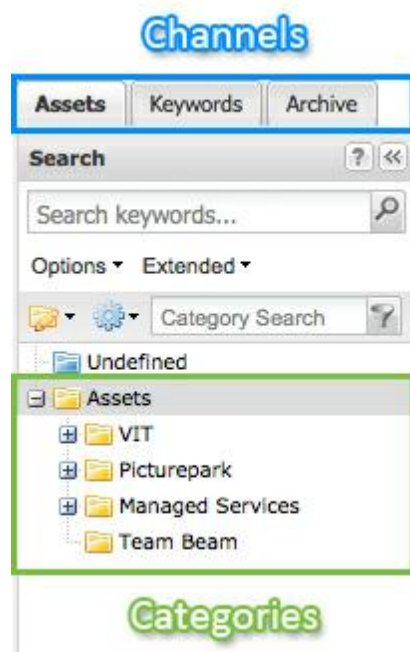
Picturepark is a simple to use, fast and powerful solution for the management, distribution and integration of media assets such as photographs, graphics, presentations, videos and other files. With Picturepark media assets are easily managed and exchanged in a controlled manner.

Core Functions

- Metadata tagging
- Hierarchical categorisation
- Conversion into various formats
- Distribution via email link
- Publication on websites or intranets
- Automated media production
- Notification - and approval processes
- Drag & drop in Office
- Web service with SOAP/XML
- LDAP/ADS connection

Organisation

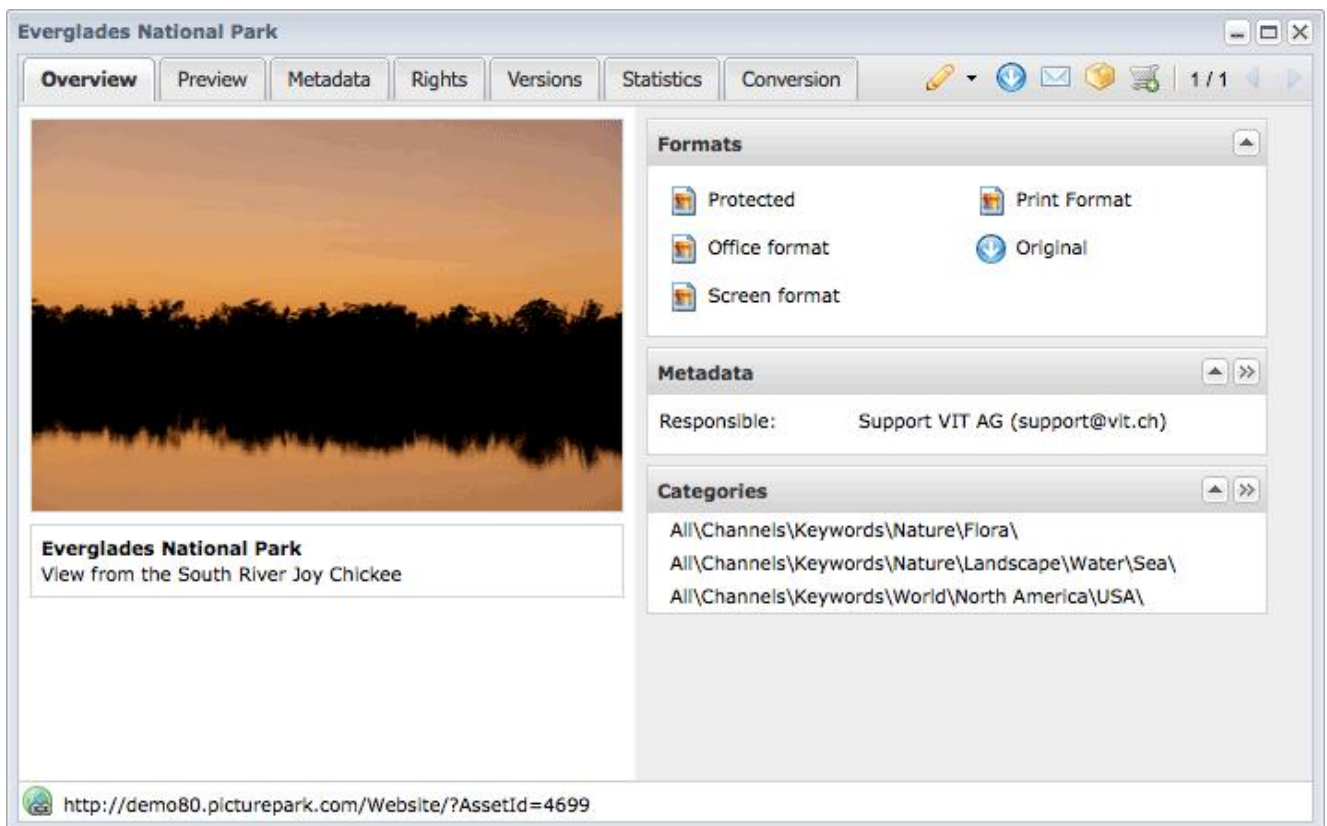
The channels and categories make up the basic Picturepark structure:



Assets and Derivatives

Files that have been imported to picturepark are known as assets. On import into Picturepark derivatives that have been configured for the file type are automatically created. Derivatives are formats that have been adjusted for a specific purpose. In this way office or print formats can be configured for an image file. The office format is used for

Office applications and is therefore not as high res or high quality as the print format of the asset. The user can then select the desired format in various functions, for example when sending or downloading assets.



List of all the available formats of an asset for the user currently logged in.

1.1 File Types

The assets in Picturepark may be made up of various types of files. Each of these filetypes has file type dependant properties.



Images

Images are available in Picturepark in various different formats. These formats differ from one another, amongst other things, by their size, resolution or colour space. The purpose of these different formats is that the images are available in appropriate formats for different areas.



PDF

You can link images that are in a PDF document through [mappings](#) directly with the original image in Picturepark. PDF documents are visualised page by page in the preview. The whole text of a PDF file is indexed and can be searched with the full-text search.



Office

Office Documents (Word-Documents, PowerPoint presentations, Excel spreadsheets) can all contain [mappings](#). I.e images used in Office documents can be directly linked with assets in Picturepark.

Furthermore, for multiple page Office documents an own preview is generated for each page. The whole text of an Office file is indexed and can be searched with the full-text search



Presentations

The individual slides can be managed with the help of the optional [Slide Browser](#) module. The Slide Browser module allows you to centrally manage PowerPoint presentations as well as assemble new ones. The individual slides can easily be assembled into a new presentation and the created presentation can be downloaded.

The entire text of a PowerPoint file is indexed and can be searched with the full-text search.



Multimedia

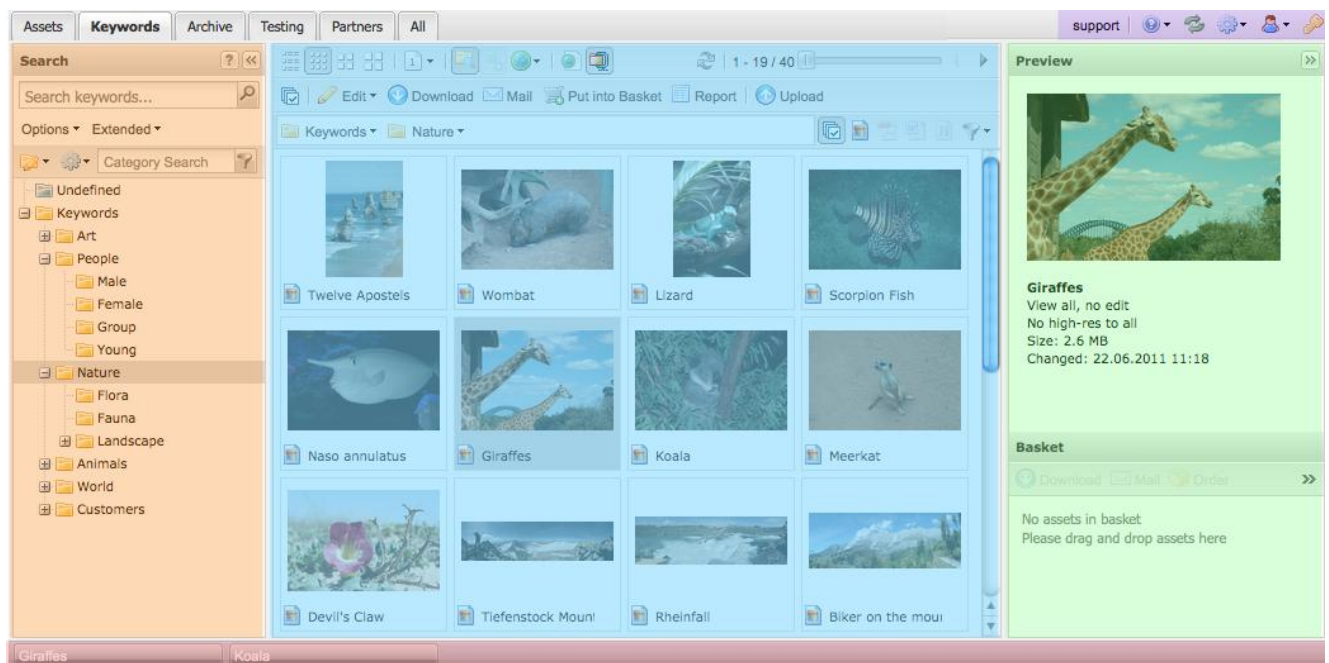
Multimedia files such as movies or audio files can be viewed and listened to directly in Picturepark. The detail view of multimedia assets includes a player for playing the multimedia files.

1.2 User Interface

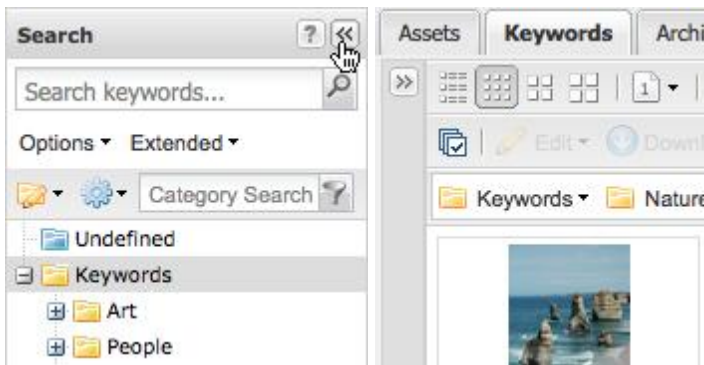
The Picturepark user interface can be used intuitively and offers many customisation options.

Overview

Picturepark is divided into three main areas: [search/categories](#), [asset browser](#) and [preview/basket](#). A [menu area](#) and [task bar](#) also available.

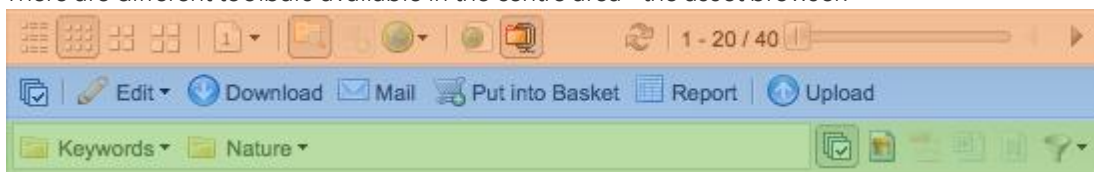


The right and left area (categories / basket) can be hidden by clicking on the arrows, which in turn enlarges the centre area.



Toolbars

There are different toolbars available in the centre area - the asset browser:



View Toolbar

This toolbar contains all the tools which allow you to change the display of the assets shown in the asset browser. For example the following points can be changed:

- Type of view (list view or small, medium and large thumbnails)
- Number of assets shown
- Incorporation of the assets from all subcategories in the view with a click on the  icon. If this feature is not activated, then the subcategories are shown as folder icons in the asset browser.
- Incorporation of the language versions in the view
- Jump to the next / previous page

Asset Toolbar

This toolbar contains all the tools you need to interact with the assets in Picturepark. The following tools, for example, are available:

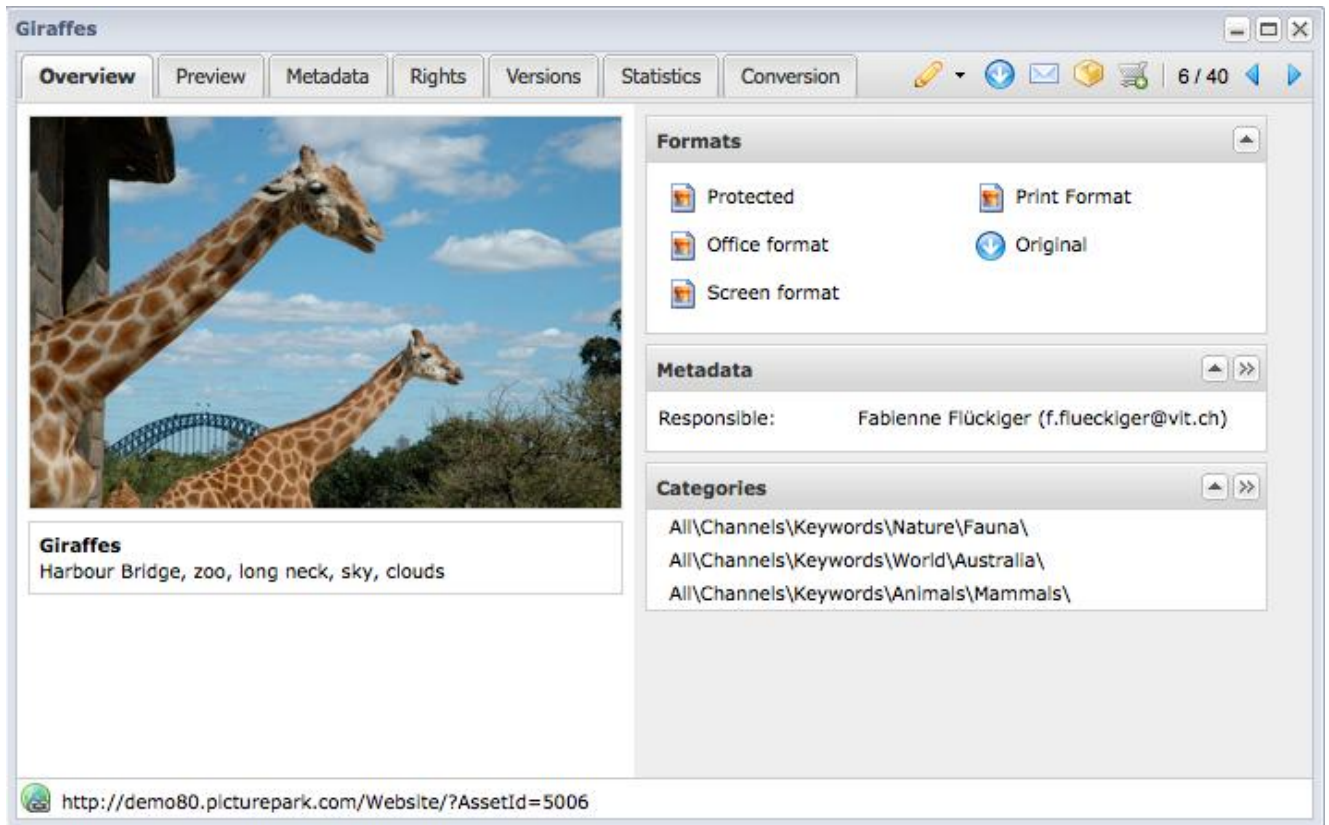
- Select or deselect all assets
- Edit, download, mail or put the selected assets in the basket
- Create a metadata report for the selected assets
- Import new assets

Filter Toolbar

In the filter toolbar you can see where the currently shown assets are located. A filter search is also available. With this filter search individual file types can be filtered in the view.

Detail View

The detail view of an asset is opened with a double click on that asset. The metadata, different formats and further information about the asset are available in this view.



1.3 User Menu

The user menu is called up via a click on the user symbol on the top right. Different functions are available.

User Profile

Fields with an asterisk are mandatory.

Userprofile

Change password Disable auto-login

Type your personal details in the fields below:

User data

First name*: Support

Last name*: VIT AG

Email address*: support@vit.ch

Telephone*: 062 836 40 40

Street:

Address 2:

Zip*: 5000

City*: Aarau

Country*: Switzerland

Additional user data

Company*: VIT

Department*: Support

Language: English

Save Close

In your user profile you can also:

- Change your password
- Change the language of the user interface
- Deactivate the auto login if your Picturepark has such

Languages

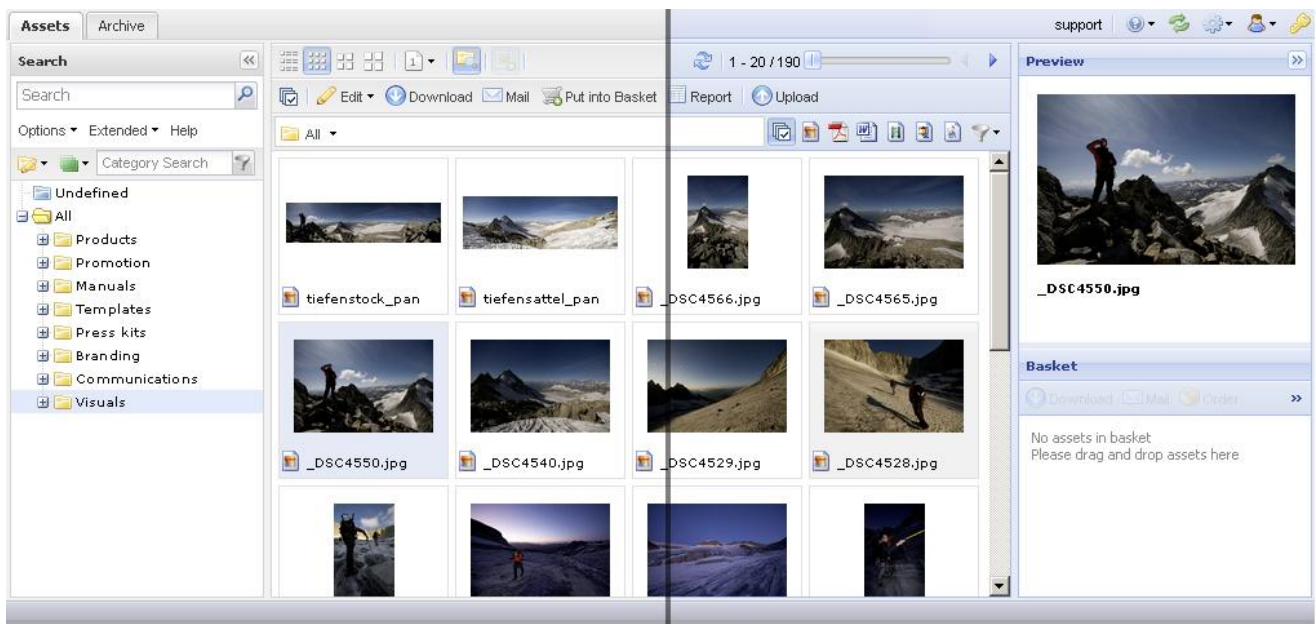
Depending on the Picturepark configuration the user interface is available in three languages, German, English and French. The language can be changed at any time by the user. The default language is set in the user profile.



Further information regarding the languages available in Picturepark can be found in the separate [language](#) area.

Skin

Picturepark can be displayed in either gray or blue



1.4 Basic Functions

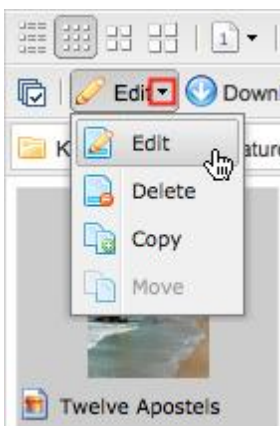
Working with Picturepark is facilitated by several features.

Personal Settings

Each user can now save their own settings, which will be loaded automatically if the user logs in to Picturepark. Besides the number of displayed assets per page the metadata in the list view, the last opened category and the view for the asset browser will also be saved per channel. The user can reset these settings in their user profile.

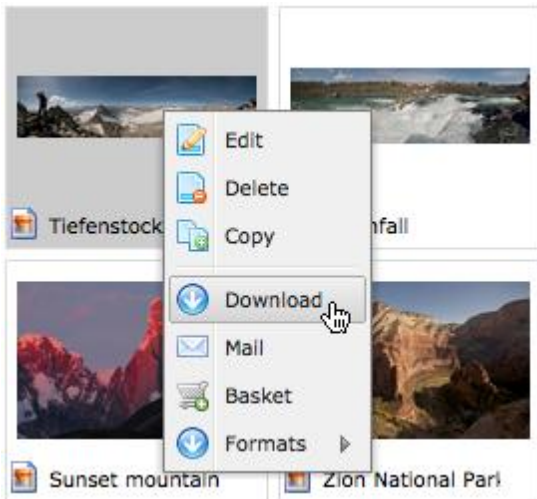
Multi-function Buttons

Buttons often have several functions. These multi-function buttons are marked with an arrow on the right side. The different functions of the button can be displayed with a click on this arrow.



Context Menus

The context menus can be called up with a right mouse-click. Die Kontextmenüs können über einen Klick auf die rechte Maustaste aufgerufen werden. The most important functions are always available in this way.



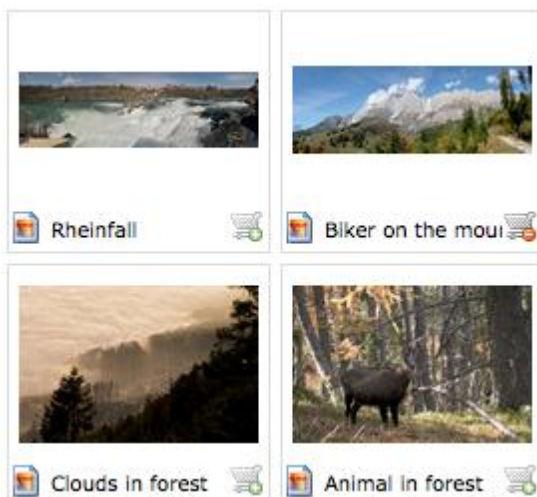
Context Help

Tooltips appear, when the mouse pointer stays on the tool.

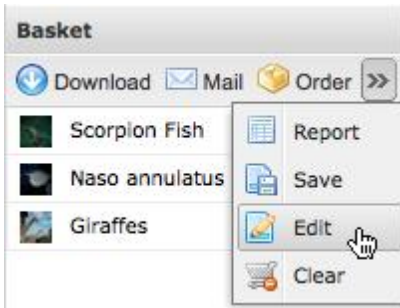


Basket

The cart is used like a clipboard. It helps with functions that are carried out on multiple assets at once such as the [mailing](#) or [ordering](#) of assets or the [saving](#) of whole assets. Assets can be added to the baskets by clicking on the basket icon on the bottom right, over the context menu or simply via drag and drop. Assets which are in the basket are indicated with a shopping cart symbol with a minus sign and can be removed from the basket again by clicking on this symbol.



The remaining menu items can be shown via the arrow. The whole basket can be emptied, or individual assets can be removed from the basket via the context menu.



Selecting Multiple Assets

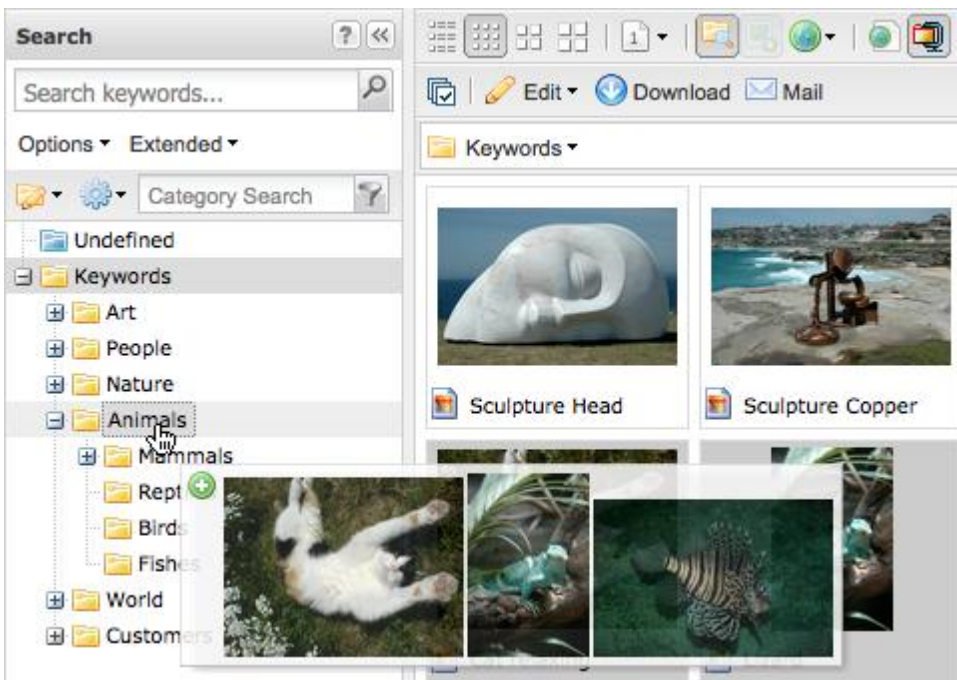
Multiple assets can be selected together by pressing the shift key. If the assets are not adjacent they can be selected using the Ctrl key.

You can use the corresponding button in the toolbar to select all the assets in the asset browser.



Drag & Drop

Assets can be moved or copied from one category to another, for example, or put into the basket with drag & drop.



Tip: If the current view is showing not only the assets from the selected category, but also the assets from the subcategories, then assets can only be copied via drag & drop and not moved. You can move the assets after deactivating this option in the [view toolbar](#).

Working with Windows

Windows can be minimised, maximised and closed. The minimised windows are shown in in the task bar. Fenster

können minimiert, maximiert und wieder geschlossen werden.



1.5 Languages

There are several areas in which the language can be changed in Picturepark. This distinction is helpful for optimal use of these areas. The number of available languages in the examples below may differ to yours depending on your license. We distinguish between:

Metadata Languages



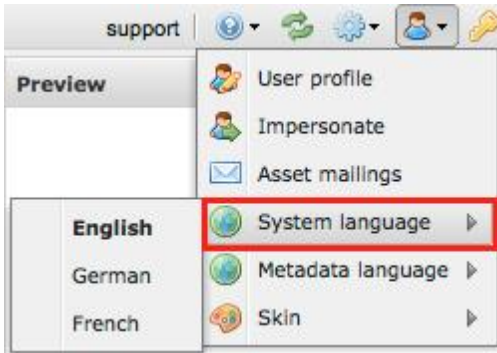
The metadata languages refer to the information displayed in the assets in Picturepark. All language information can be edited and directly viewed on the respective asset.

Category Languages



The category languages refer to the translations of the individual categories. Depending on the selection the category tree and the corresponding category descriptions are shown in the appropriate language.

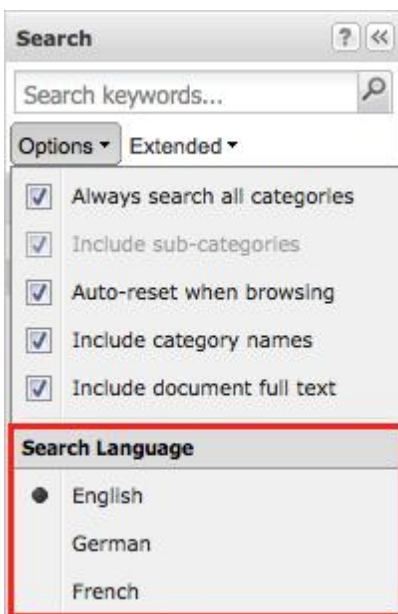
System Languages



The system language refers to the Picturepark user interface. It determines the language in the menus and windows. The standard system language can be individually defined in each user profile.

Search Languages

The search languages refer to the entries into the search field. The language you select, for example, improves on the search by using the correct semantics. Thus, for example, when choosing English and typing in colour, both entries with color and colour are found.



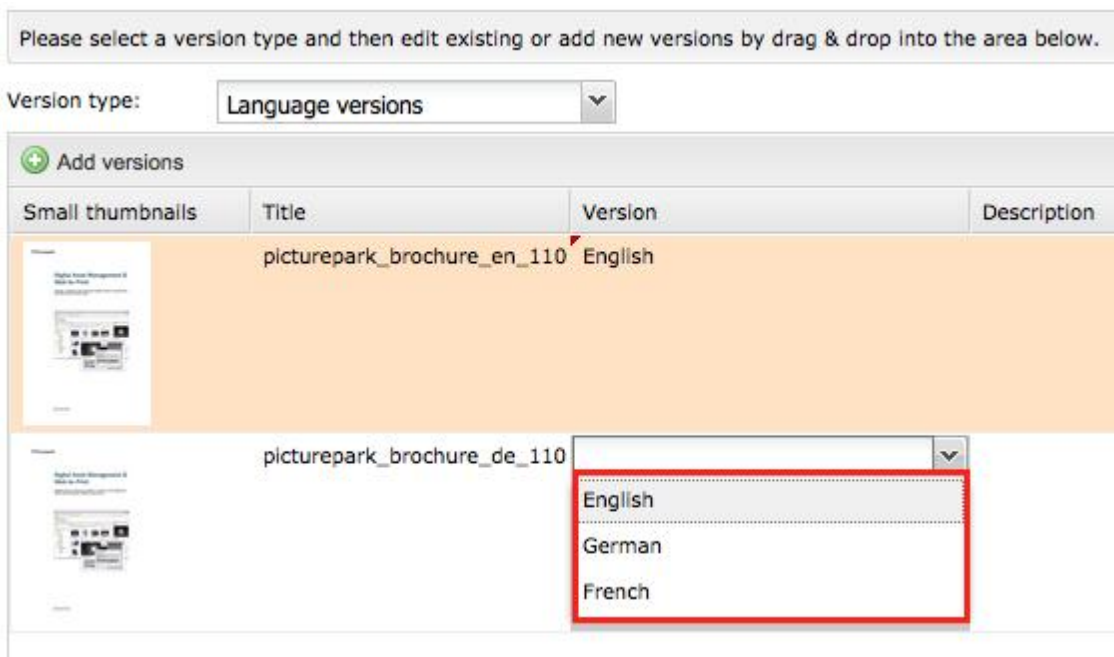
Content Languages



The collection of appropriate metadata, category and search languages for different languages are made available. The individual languages can also be changed individually after selecting a content languages.

Language Versions

The language versions refer to the available languages for the [asset versions](#) in Picturepark. Different versions can be assigned to an asset, which are then automatically linked to the respective asset.

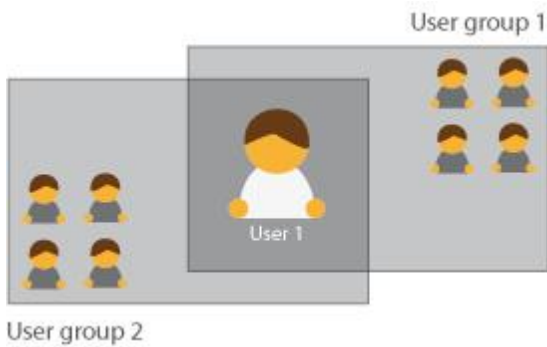


1.6 Rights

Rights are defined at various points in Picturepark, which ultimately all affect the user. The various stages of rights assignments in Picturepark are:

User Rights

Rights are not directly assigned to individual users, they are assigned to groups. The granting of rights to a user is done by assigning said user to one or more groups. The user then receives the cumulative rights of all the groups to which he is assigned. The rights of the user groups refer to the editing and creation of assets and the management of Picturepark.



Category Rights

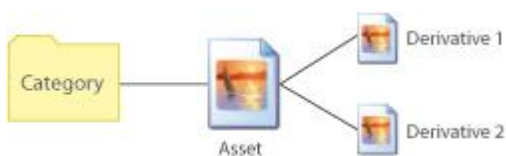
The awarding of category rights controls which user groups can see and edit the respective category. If a user group does not have the right to see a category, then the user group cannot see any assets in that category (even when the asset rights would allow this).

Asset Rights

Asset rights refer directly to a single asset. They control which user groups can see and edit an asset.

Derivative Rights

Derivative rights control the access of user groups to individual derivatives of an asset and can be set on the individual assets.



Important

A rights dependency is created:

- Without rights to see the categories, the assets in the category cannot be seen
- Without rights to see the asset, the derivatives cannot be seen

2 How to...

This section addresses the most common Picturepark applications:

- [Search](#): Searching through assets with different functions
- [Download](#): Downloading of assets and their various derivatives
- [Mailing](#): Mailing of assets to internal and external contacts
- [Order](#): Ordering of derivatives on which you don't have rights
- [Saving collections](#): Saving of baskets and search queries
- [Manage mappings](#): Associating documents and the images contained therein
- [Statistics](#): Calling of global and asset specific statistics
- [Report](#): Creating metadata exports for selected assets
- [Subscriptions](#): subscribing to category contents with notifications regarding changes
- [Widget Dashboard](#): Overview over current information regarding the system. For example news, newly created assets etc.

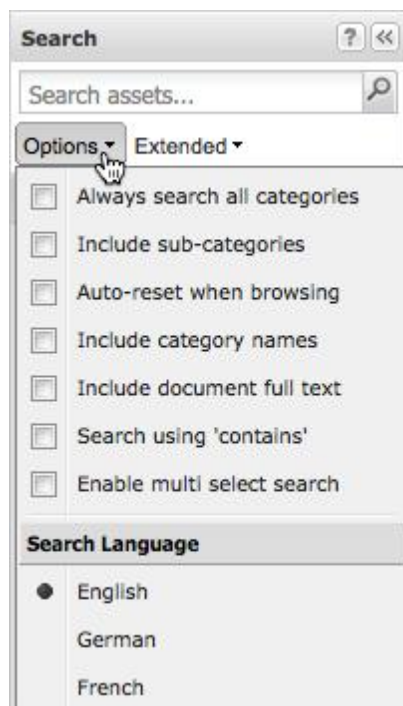
2.1 Search

The view in Picturepark can be filtered with various search function.

Simple Search

In the simple search keywords can be linked with and, or, not (boolean factors). Additionally search suggestions appear during every search. These are made up of the entries of the last user and the categories in Picturepark.

You can select options which have an effect on the search results.



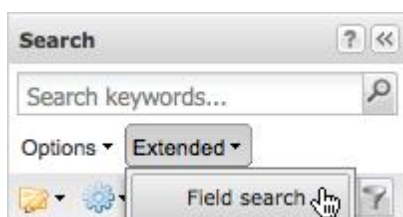
- **Always search all categories**: All categories, not only the selected category, are searched through in every search.

- **Include sub-categories:** All the sub-categories each category are also searched.
- **Auto-reset when browsing:** The search is reset when you browse to another category or channel. The search can be used on other categories and channels when this option is deactivated.
- **Include category names:** Assets are also shown that do not have the metadata in the search term, however are assigned to a category that contains the search term.
- **Include document full text:** With this option the text in documents is also searched.
- **Search using 'contains':** Strings are checked to see if the search term entered is included. A search string containing "x34" for example finds "BlowframeX3400turbo".
- **Enable multi select search:** Allows you to see assets from multiple categories.
- **Search language:** The search language refers to the entry in the search field. The selected language optimises the search. For example by using the correct semantics -e.g. when selecting English and searching for the entry color - colour is also found.

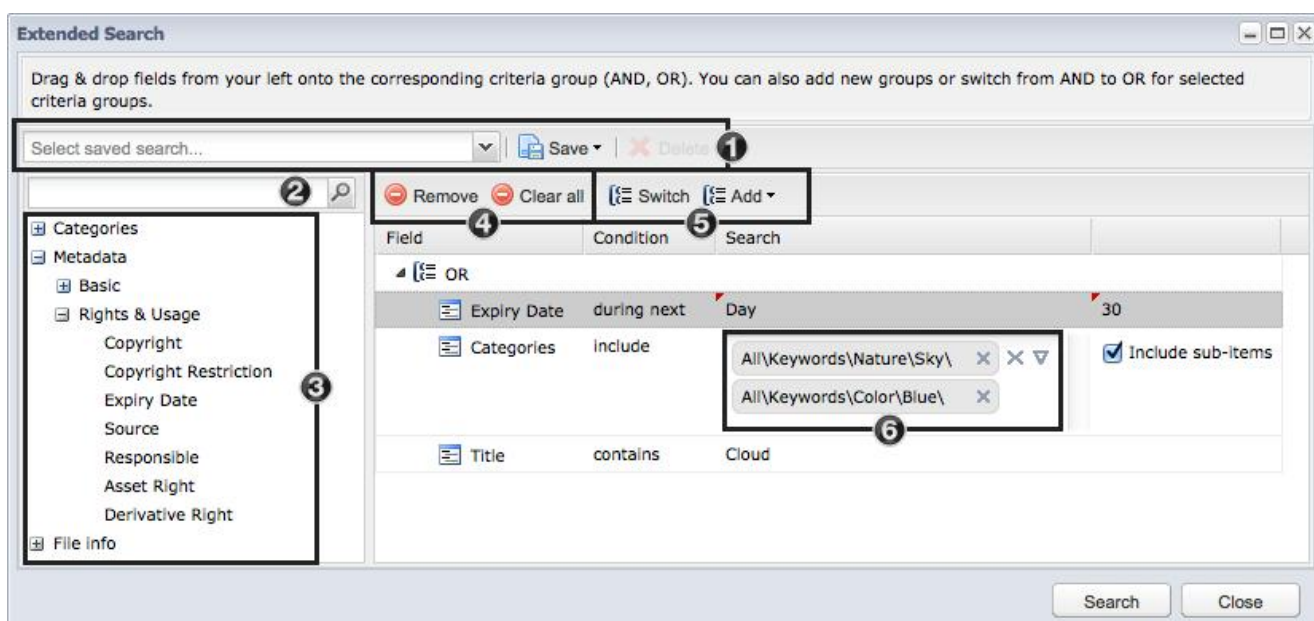
Field Specific Search

The extended field search lets you search with different combinations of keywords. Assets can be searched for any metadata information. Different combinations allow for as precise a search as you would like.

You can open the extended field search by clicking on "Extended" and then "Field search" underneath the search field.

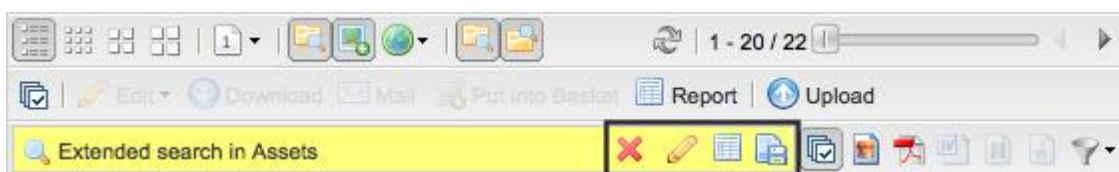


In the below example all assets which have "Logo" in the title, are assigned to the categories "Sky" and "Blue" and which expire in the next 30 days are found.

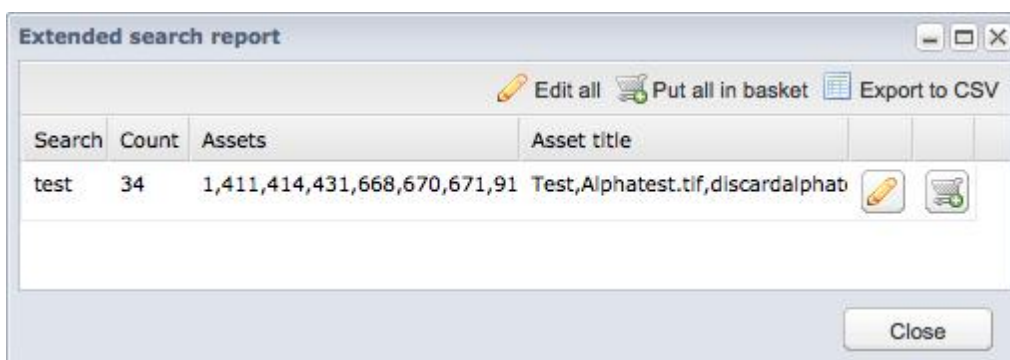


1. Saved extended searches can be called and edited using this dropdown
2. The available metadata fields can be searched through using this search field.
3. The metadata fields can be added to the operand group (AND/OR) via drag & drop.
4. Removal of the selected entry or the deletion of all entries
5. Switching of the selected operand / Addition of an operand group
6. Restriction of the extended search to specific categories by using the corresponding metadata fields.

A yellow bar is shown in the asset browser after you have executed the search. The options for the search are shown in this bar: The search can be cancelled, edited or [saved](#).

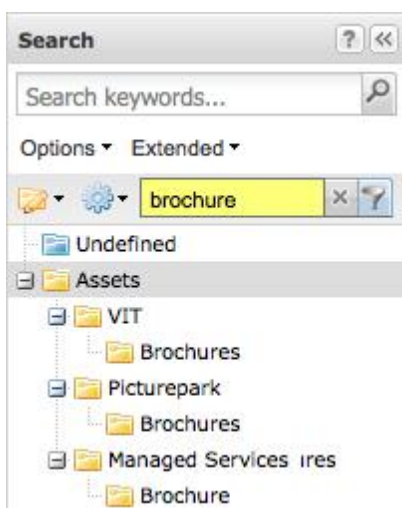


If you use the operand "contains exact list values" or "contains list values", then an analysis of the number of hits of the assets in the current search can be shown and directly edited (edit all, put all in basket and export as a csv file) by clicking on the report icon (second from the right in the screenshot above).



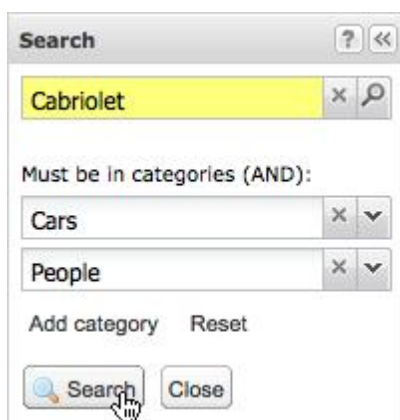
Category Search

After running a category search, only the categories that contain the search term (and their super categories) will be shown in the category tree. The category search can be found above the category tree.



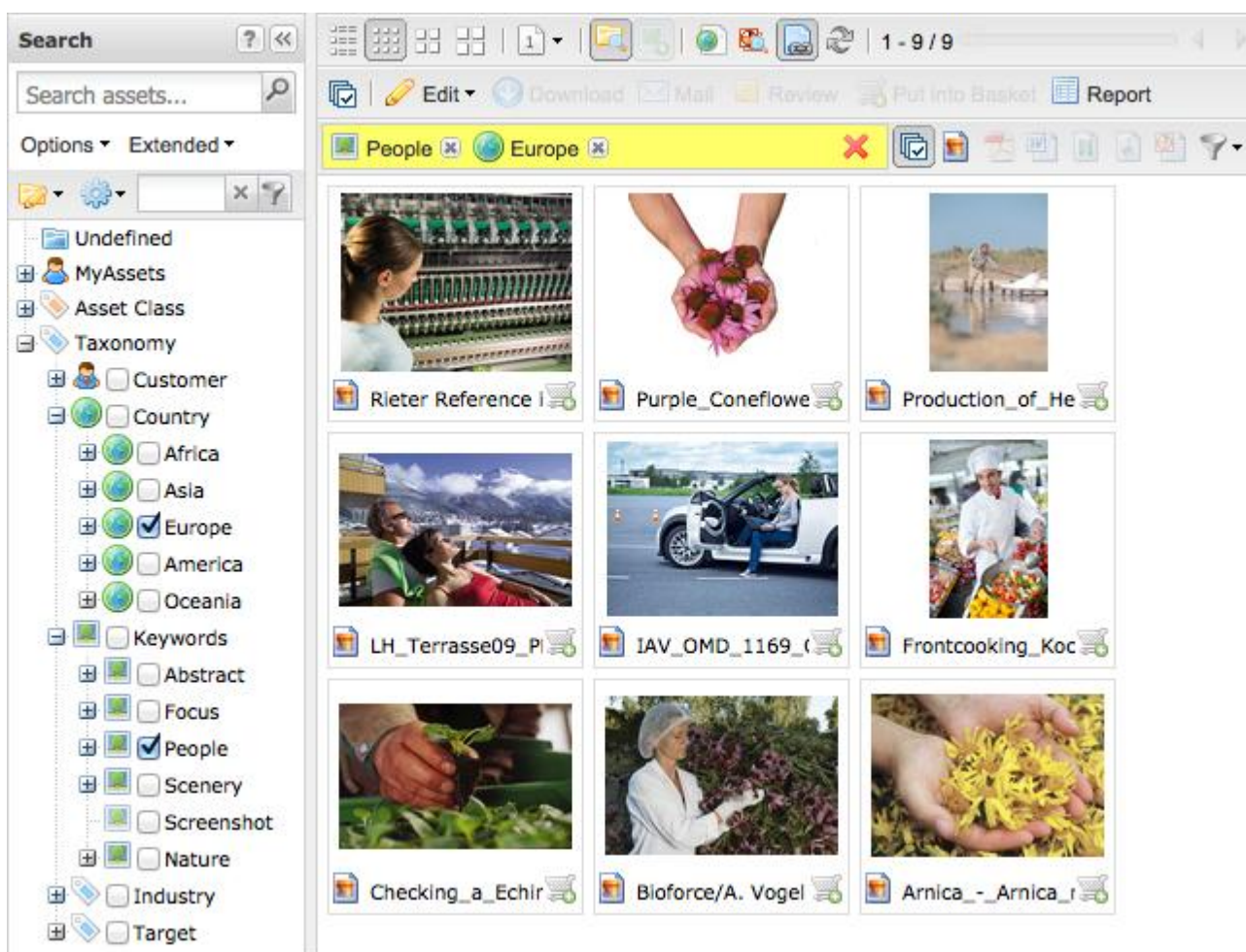
Extended Category Search

Assets can be found according to their assignment to one or more categories. An example would be searching for all assets with the metadata „Cabriolet“, which are in the categories "Cars" and "People".



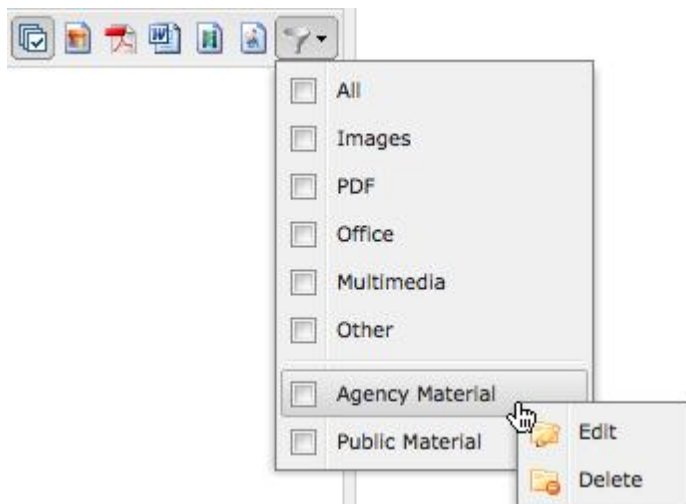
Multi-Select Search

As soon as the multiselect search has been activated, checkboxes will appear in front of each category/class. If multiple checkboxes are then only the assets that are in the selected classes are shown.



Filter

The view in the asset browser can be filtered for pictured file types with the filter toolbar. By clicking on the filter icon on the far right you can also combine the file type filters. You will also find all the public searches, which have been [saved](#) by users. Depending on your rights a right click on a public search allows you to edit or delete the search. The filters can be customised.



The following filters are set as default (left to right):

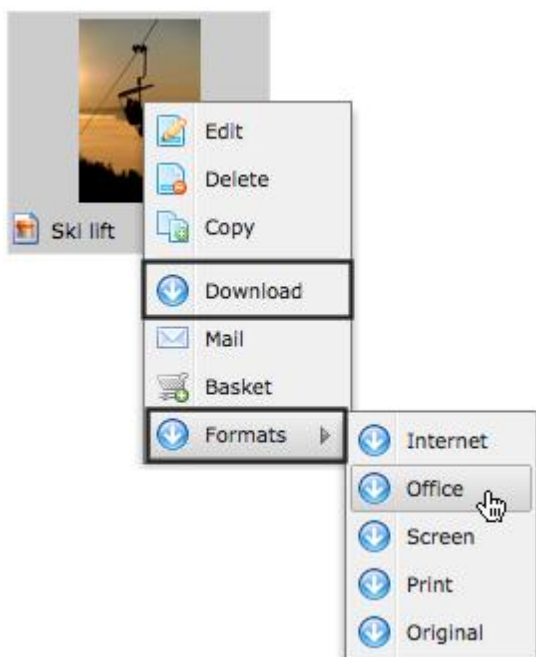
- **All:** Searches through all file types
- **Images:** Only shows images
- **PDF:** Only shows PDF files
- **Office:** Only shows Office files
- **Multimedia:** Only shows multimedia files
- **Other:** Shows all other file types

2.2 Download

There are many ways to download. Depending on the case a single or multiple download may be best.

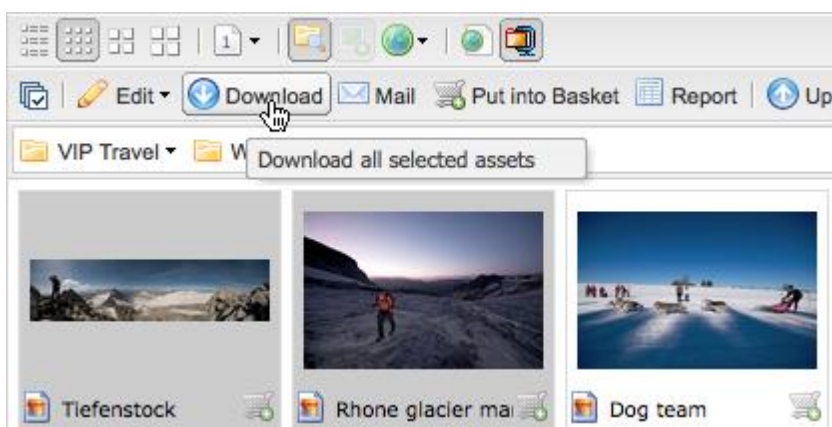
Context Menu

Assets can be downloaded via right click using the context menu. By clicking on *Download* you open the format selection window with which you can download multiple formats at once. You can select a format directly under *Formats* to shorten the download process. This second possibility is only available when only one asset is selected.



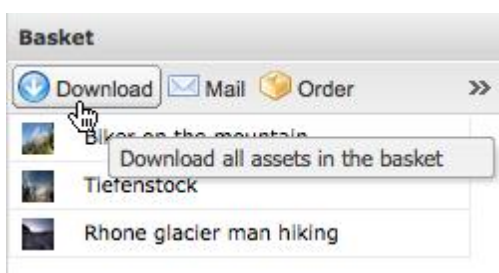
Asset Toolbar

All selected assets can be downloaded to your local computer as a zip file by using the *Download* button in the asset toolbar.



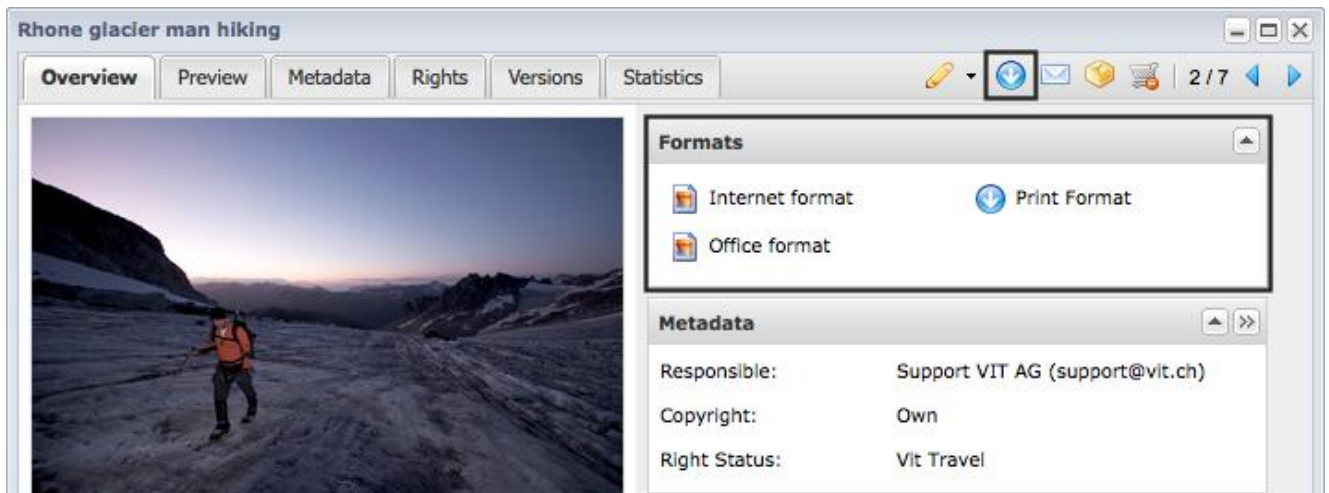
Basket

All the assets in the basket can be downloaded to the local computer by using the *Download* button in the basket:

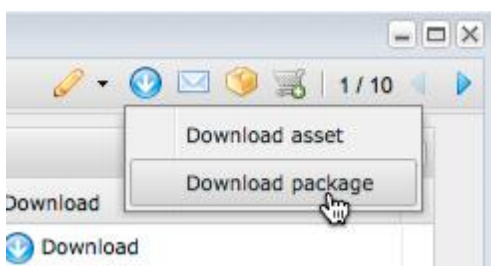


Detail View

The asset can be downloaded in the detail view of the asset. The formats can be downloaded directly from the format are in the overview tab (marked with a corresponding download icon)



If additional assets are mapped to an asset then these can be downloaded directly together with the master asset.



2.3 Mailing

Assets can be sent individually or gathered in the basket and sent to the desired recipients. You can select the formats and language versions you would like to send for each asset. The assets themselves are not sent. A download link to a Mailing Download center is sent so that the recipient can choose and download the assets he requires.

Mailing Window

Different selections can be made for a mailing. All these selections are present in the mailing that the recipient receives, as well as in the Mailing Download Centre.

1. Enter the recipients email address. You can enter the email addresses manually or select a recipient from registered Picturepark users by clicking on the "To" button. When you start to enter the email address, both registered users as well as external users which were previously defined as a mailing recipient, will be suggested. The proposals of the external users can be removed from the list by using the backspace key.
2. Enter the subject of the mailing
3. Enter the message text
4. Choose the mailing language. System specific texts in the email and the Mailing Download center are shown in this language.

5. Choose the expiry date and time of the mailings. After this date and time the assets sent will no longer be able to be downloaded.
6. If this checkbox is activated an automatically generated mail is sent to the recipients. If this option is deactivated then you can copy the link that is created after you click on ok and put this in an email of your own using your locally installed email client.
7. If this checkbox is activated then the sender will automatically receive a copy of the mailing.
8. There is an additional overview of all the assets that are in the mailing the lower half of the window. You can change the sort order of the assets before sending these via drag & drop. This sort order will then be respected in the mailing download centre.

Mail assets

Mailing
Assets are sent as a link in an e-mail to any recipients that do not need to be registered in the system.

To **1** support@picturepark.com X

Subject: **2** General Visuals

Tahoma B I U A⁺ A⁻ A ab [List Icons]

Attached the images for the new product brochure.

3

Language: **4** English [v] **6** ☒ Send through system

Expires: **5** 25.02.2013 [c] 16:25 **7** ☐ Copy to sender

Assets

Small thumbnails	Id asset	Title
	2867	Transfertool Highway
	4799	Rleiter Reference Image
	3724	Picturepark Logo

8

Send Cancel

Mailing Download Centre

Registered Picturepark users can make assets available to desired recipients. The recipient does not receive the assets themselves, but a link to his individual *Mailing Download Center*, where the assets, in the formats selected by the sender are ready to be downloaded.

Picturepark

Picturepark Website
Terms of use
Contact Sales

General Visuals

From: support@vit.ch

Sent: 24.08.2011 15:38

Expires: 29.08.2011

Attached the images for the new product brochure.

 **Download**
Select versions ▾

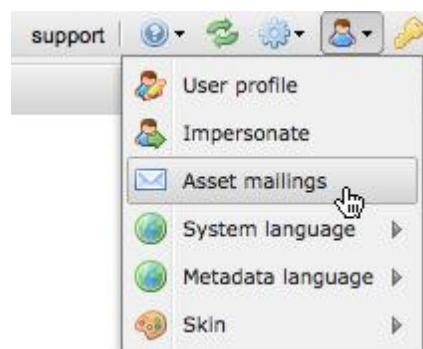
Medium thumbnails	Title ▾	Formats
	Rhone glacier man hiking	☒ Office format ☒ Screen format
	Biker on the mountain	☒ Office format ☒ Screen format

 **Download**

Picturepark® – Media Asset Management

Manage Mailings

Registered users can look at the mailings they have received in Picturepark and process these further. The [mailing manager](#) is available in the user menu.



2.4 Ordering

The order process is available to users that do not have rights to a specific format of an asset for example the original image or a high resolution print format. Assets can be ordered using the basket or in the detail view of an asset. The administrators are automatically notified of each new order and can then [manage](#) these.

You can specify when the assets and in what form they should be delivered when ordering. In addition to a text message you can also choose the desired delivery method.

Order originals
Order selected assets through a responsible user

Your e-mail:

Delivery Method:

Subject:

Tahoma **B** *I* U A⁺ A⁻ A

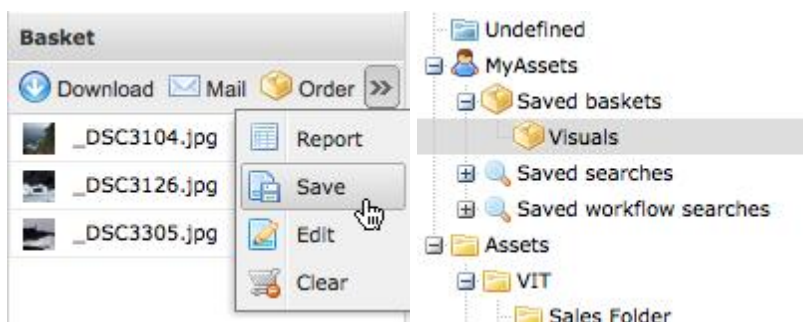
Please send me the original files asap.

2.5 Saving Collections

Each user can save individual collections of assets, that can be accessed again at a later date. You can save search queries as well as whole baskets. The saved collections are only visible to the user that saved them.

Saving Baskets

You can save the basket by clicking on *save* as soon as one or more assets are put in the basket. The name and description of the basket can be entered in the window that opens when you click *save*. The entry is now visible in the MyAssets structure under *saved baskets*.

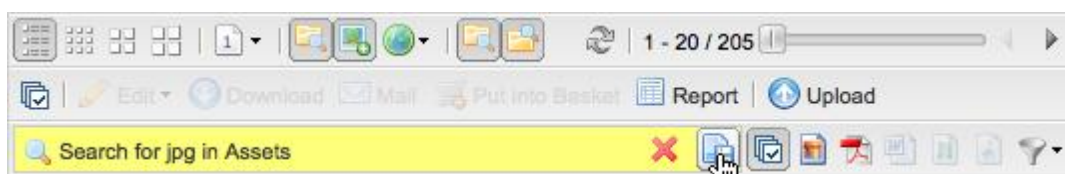


Saving a Search

You can save simple as well as extended searches. You can save a search as a MyAssets entry by clicking on the save icon as soon as a search as been carried out. You can enter a name and description for the new entry in the window that opens as soon as you hit the save button. The following search types can be selected for extended searches:

- Extended Search: Personal search, which is only shown for the current user
- Workflow Search: Search which can be used as a filter for workflows
- Public Search: Public search which is shown in the [filter search](#) to users with sufficient rights. You can give the rights to see and edit a public search to individual user groups over the "rights" tab.

The entry (extended and workflow search type) is only shown in the MyAssets structure under *saved searches*.



Editing Entries

The name and description of each entry in MyAssets can be edited. The entries can also be deleted. You can edit and delete using the context menu.



2.6 Managing Mappings

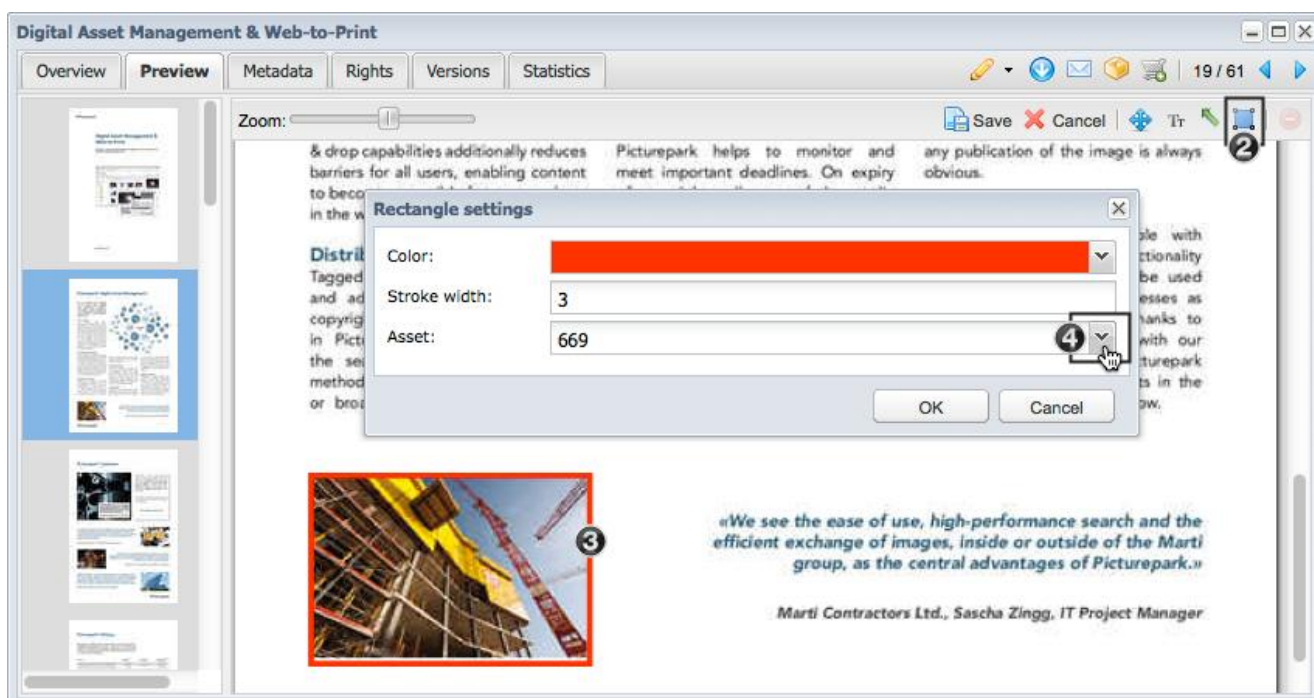
With mappings you can reference another asset in a document. In this way for example you can reference images that are in a brochure to the corresponding assets in Picturepark.

Managing Mappings

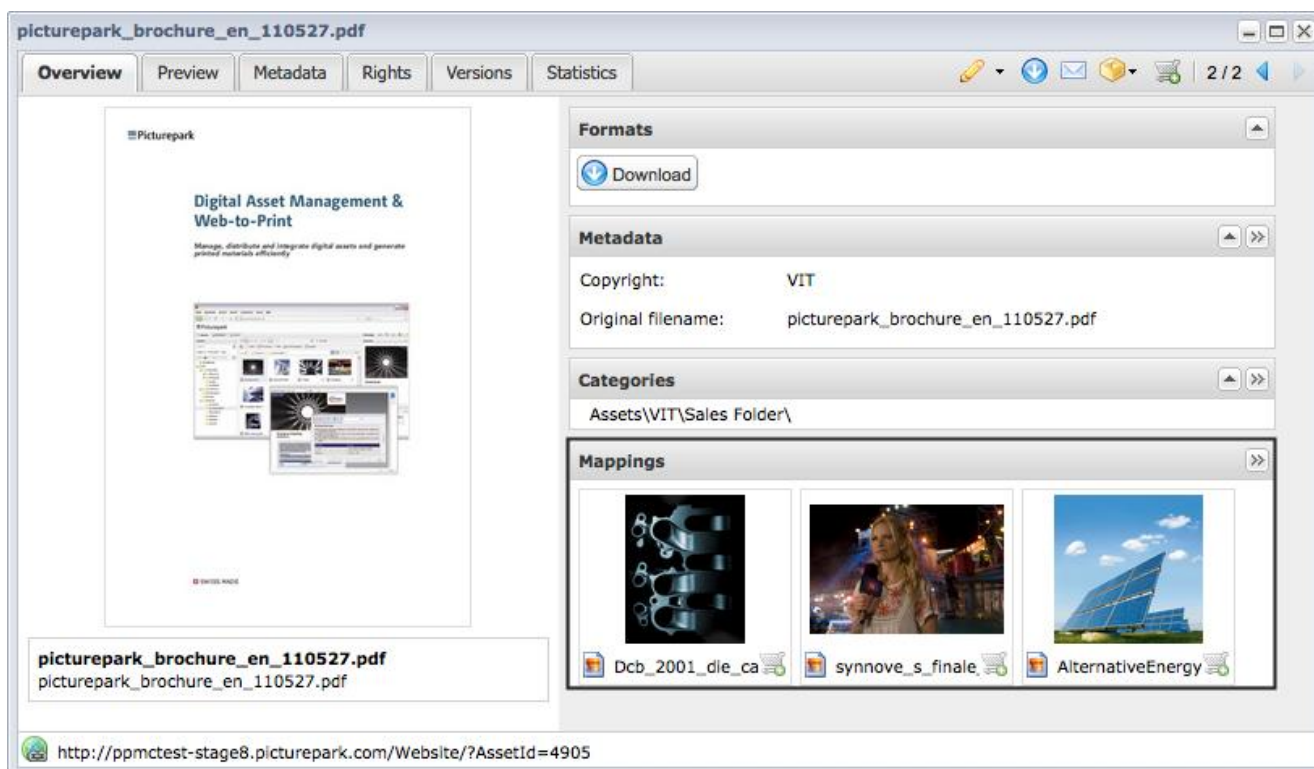
Mappings can be edited in the preview of the asset.



The editing functions for the document preview appear via a click on Links (1). The mappings can be individually defined for each side of the document. The area to be mapped is first defined with the frame tool (2). By double-clicking on the frame (3) the desired asset can be selected (4) in the asset field. The asset mapping is added by saving.



The mappings are shown in the asset overview as well as in the page previews.



2.7 Statistics

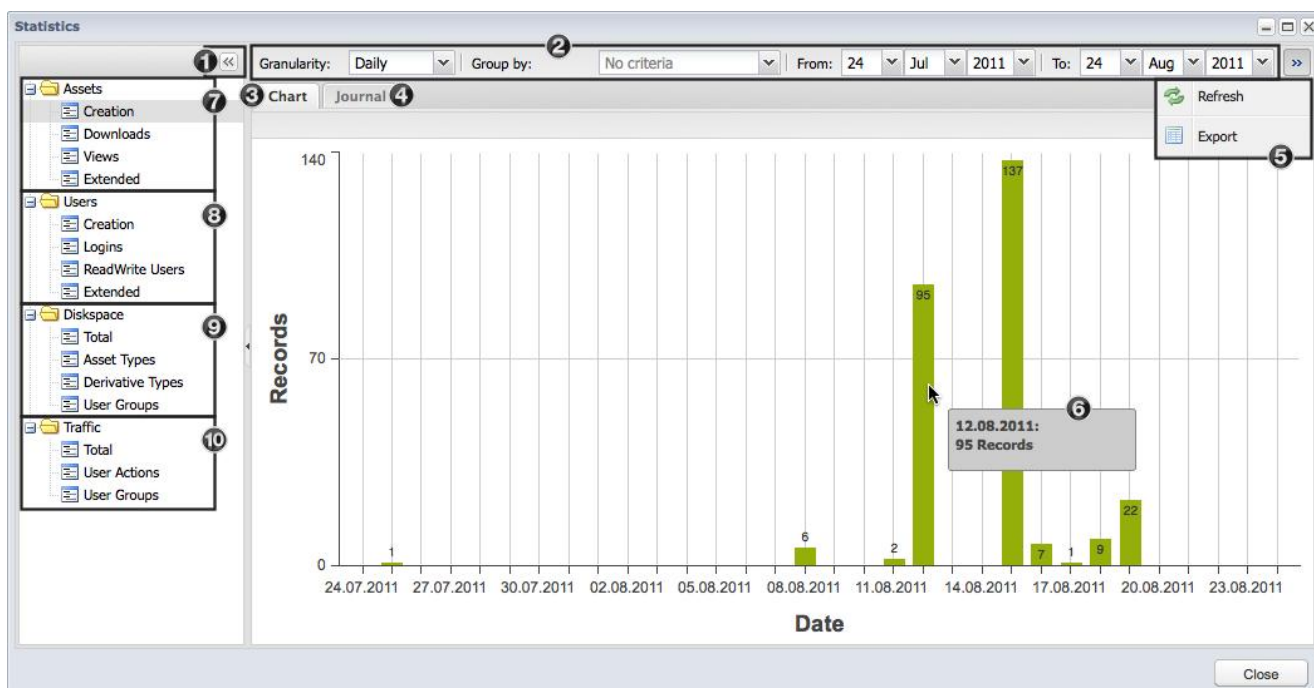
Statistics are available [globally](#) over the whole Picturepark as well as for each individual [Asset](#).

2.7.1 Global Statistics

The global statistics are used for the evaluation of views, downloads, logins, traffic and disk space. Authorised users can put together individual statistic reports and export these if required.

Statistic Windows

The desired data can be selected in the left pane of the window. These are then displayed in the right pane and can be filtered.



1. To increase the right hand size you can use the arrows to collapse the left hand side
2. You can filter the selected data using the different filters
3. The data are displayed as diagrams in the statistic tab
4. The data can be listed in the journal tab by stating an action or size amongst other options.
5. The filtered data can be refreshed or filtered in the menu
6. A tooltip with more detailed information to the data is shown when you mouse over a bar in the chart
7. The asset statistics provide information on the creation of new assets, downloads of derivatives and asset views
8. The user statistics provide information on the creation of new users, the logins of all users, as well as the number of ReadWrite users in the system.
9. The disk space statistics show how much total disk space and how much disk space is used for the different asset types, derivative types and user groups
10. The traffic statistics provide information over the total data transferred and show the division of traffic into individual actions and user groups

Filtering the View

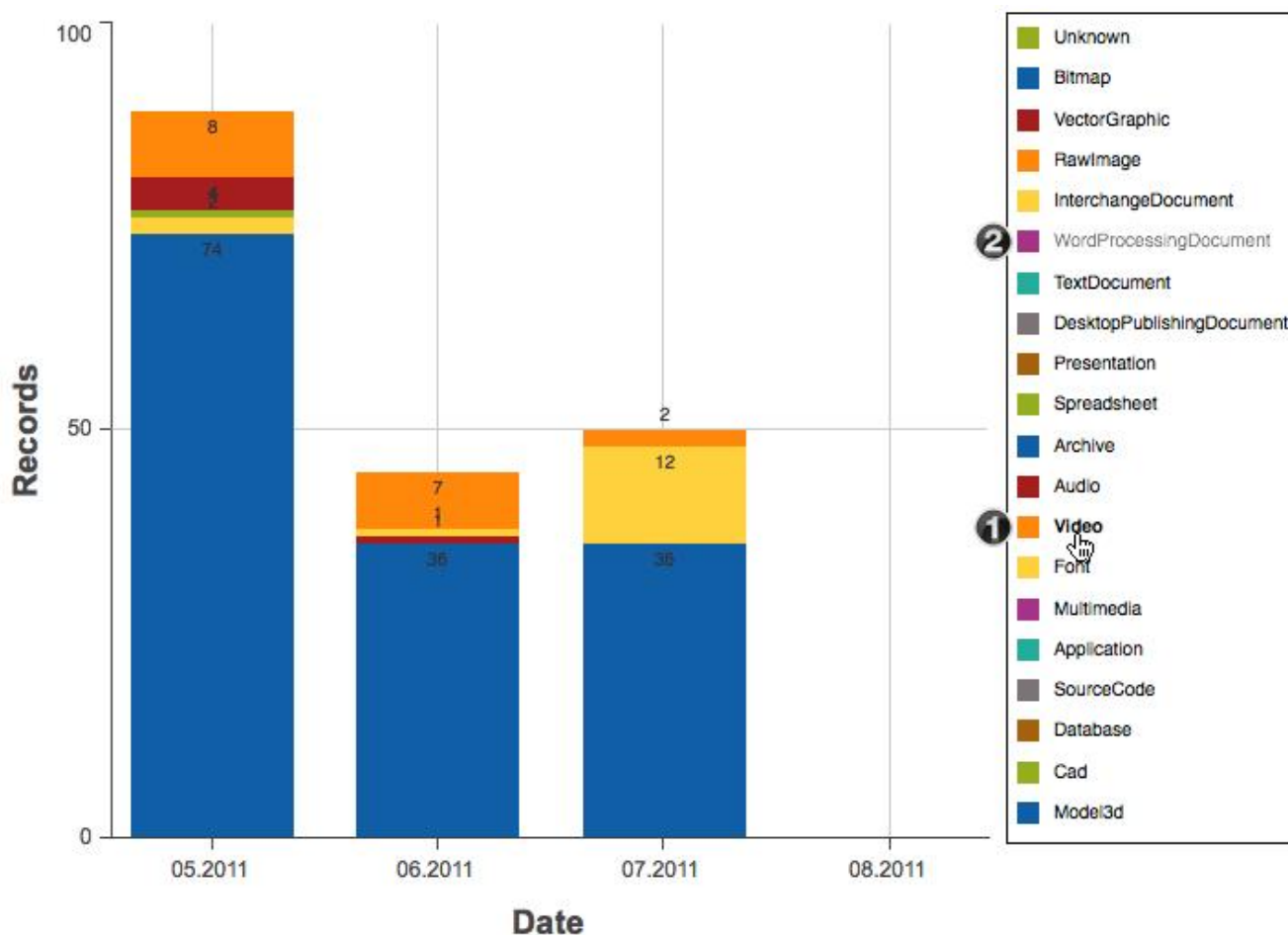
It is possible to use filters on the statistic data. This facilitates the evaluation of the data.



1. Selection of the time frame for which the data should be returned (daily, monthly or yearly)
2. Selection of the criteria by which the data should be grouped. There are different criteria available depending on the statistic. .
3. Date selection

4. To apply the filter you need to click on *refresh* after each change

If a grouping criterion (see 2 above) was selected, a legend appears next to the chart. With a single click (1) on an entry the data are hidden in the diagram and the entry appears gray (2).

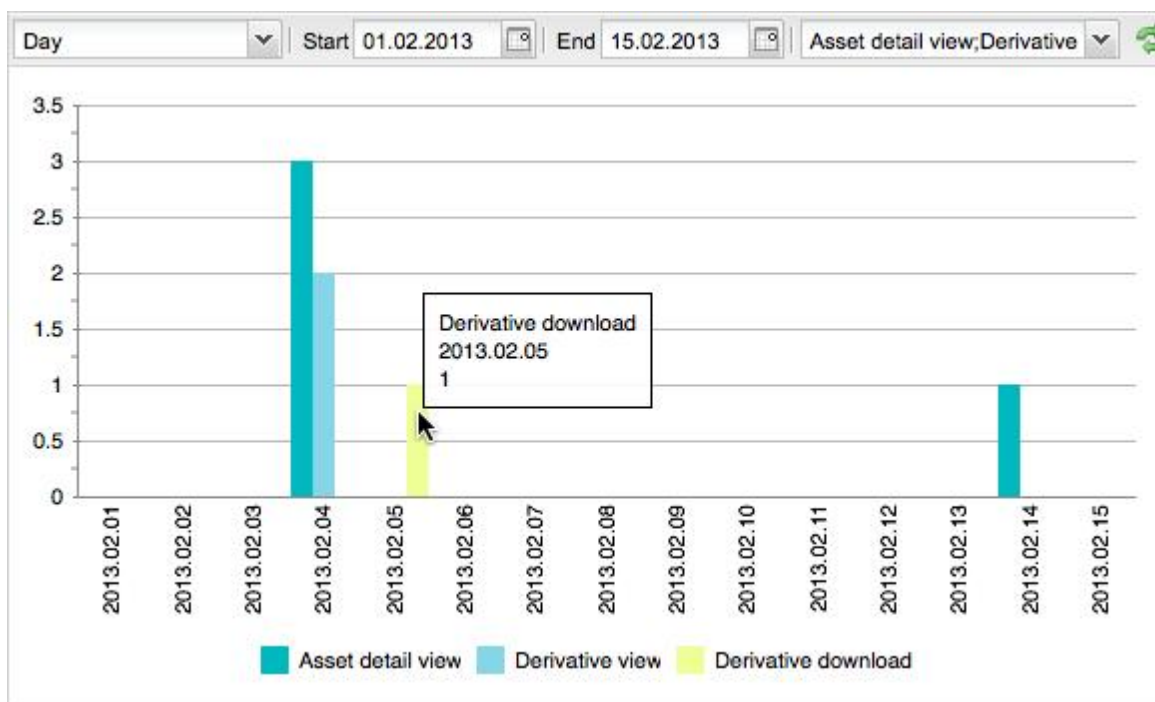


2.7.2 Asset Statistics

The asset statistics capture all the actions that are performed on an asset. These statistics can be viewed in the detail view of every asset.

Statistics

The statistics show the different actions that were performed on an asset in a diagram. The data displayed in the diagram can be set using the different options above the diagram.



Journal

The statistic data are shown as a list in the journal. This list shows which user carried out which action. The display can be individually adjusted with the help of the date and action filters. The currently shown entries can be exported (1) as a csv file. You also have the option of copying (2) all the email addresses in the list.

Start 01.02.2013 End 15.02.2013 Asset detail view,Derivative				
Date/time	Client	Action	Derivative	E-mail
14.02.2013 16:10	PPUIWeb	AssetDetailView		support@picturepark.com
14.02.2013 16:01	PPUIWeb	AssetDetailView		support@picturepark.com
14.02.2013 15:52	PPUIWeb	AssetDetailView		support@picturepark.com
05.02.2013 11:08	PPUIWebPublisher	DerivativeDownlo...	Office format	support@picturepark.com
04.02.2013 18:48	PPUIWeb	AssetDetailView		support@picturepark.com
04.02.2013 17:45	PPUIWeb	DerivativeView	Office format	support@picturepark.com
04.02.2013 17:30	PPUIWeb	AssetDetailView		support@picturepark.com
04.02.2013 15:22	PPUIWeb	DerivativeView	Office format	support@picturepark.com
04.02.2013 15:22	PPUIWeb	AssetDetailView		support@picturepark.com

2.8 Report

Metadata exports for selected assets can be created with the reporting function.

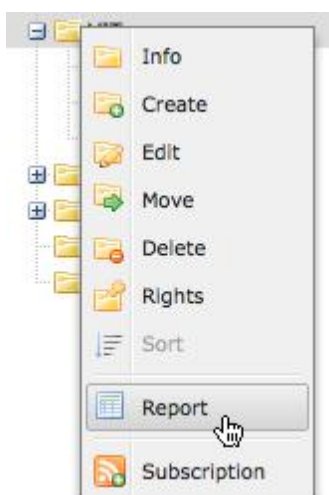
Calling the Function

The reporting function can be called using various methods:

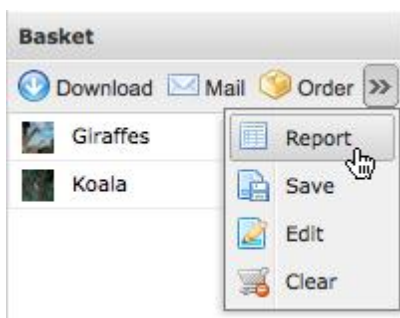
- over the asset browser - after calling the function you can select if all or only the selected assets should be included in the report



- by right-clicking on a category - all the assets in the category are included in the report



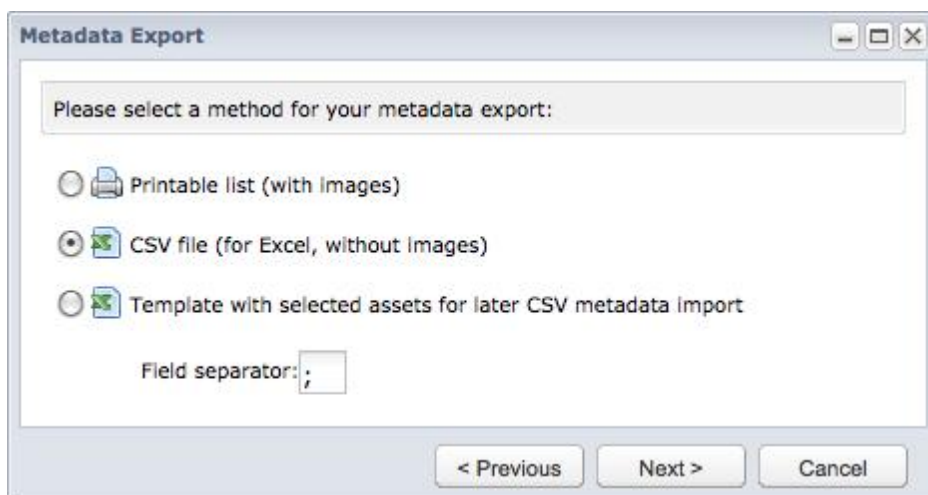
- using the basket - all the assets that are in the basket are included in the report



Methods

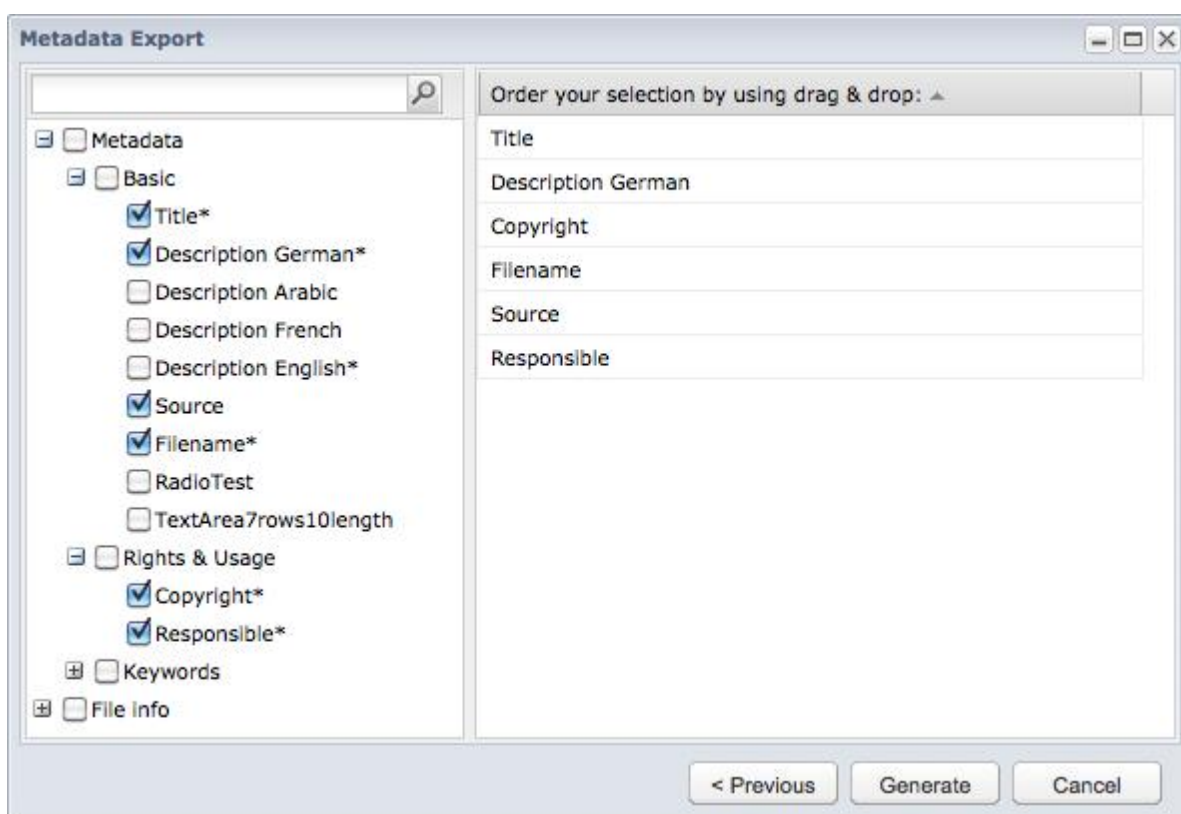
There are two methods available for the metadata export:

- **Printable list:** A HTML table is generated with the selected metadata. With this method the possibility exists to also add thumbnails to the list.
- **Csv file:** With this method an Excel file that can be downloaded is generated. This method is particularly suitable when data is going to be processed further. The field separator, with which the metadata are separated, can be defined when using this method.
- **Template with selected assets for later metadata import:** Export of specific asset metadata which can be edited locally in Excel and then re-uploaded ([Metadata import](#))



Select Metadata

The desired metadata can be added to the list on the right by selecting the corresponding checkboxes. The sort order of the metadata can be changed via drag & drop. The metadata export is generated with a click on *generate*.



2.9 Subscriptions

Authorised users can subscribe to category contents and receive a notification as soon as the contents of these categories are changed (e.g. new assets added or changed). Workflows can be initiated via subscription and external system calls can also be made. A user needs to at least have the manage personal subscriptions right in order to be

able to create a subscription, or for an admin to create a subscription for him. The user also needs to have rights to the subscribed category.

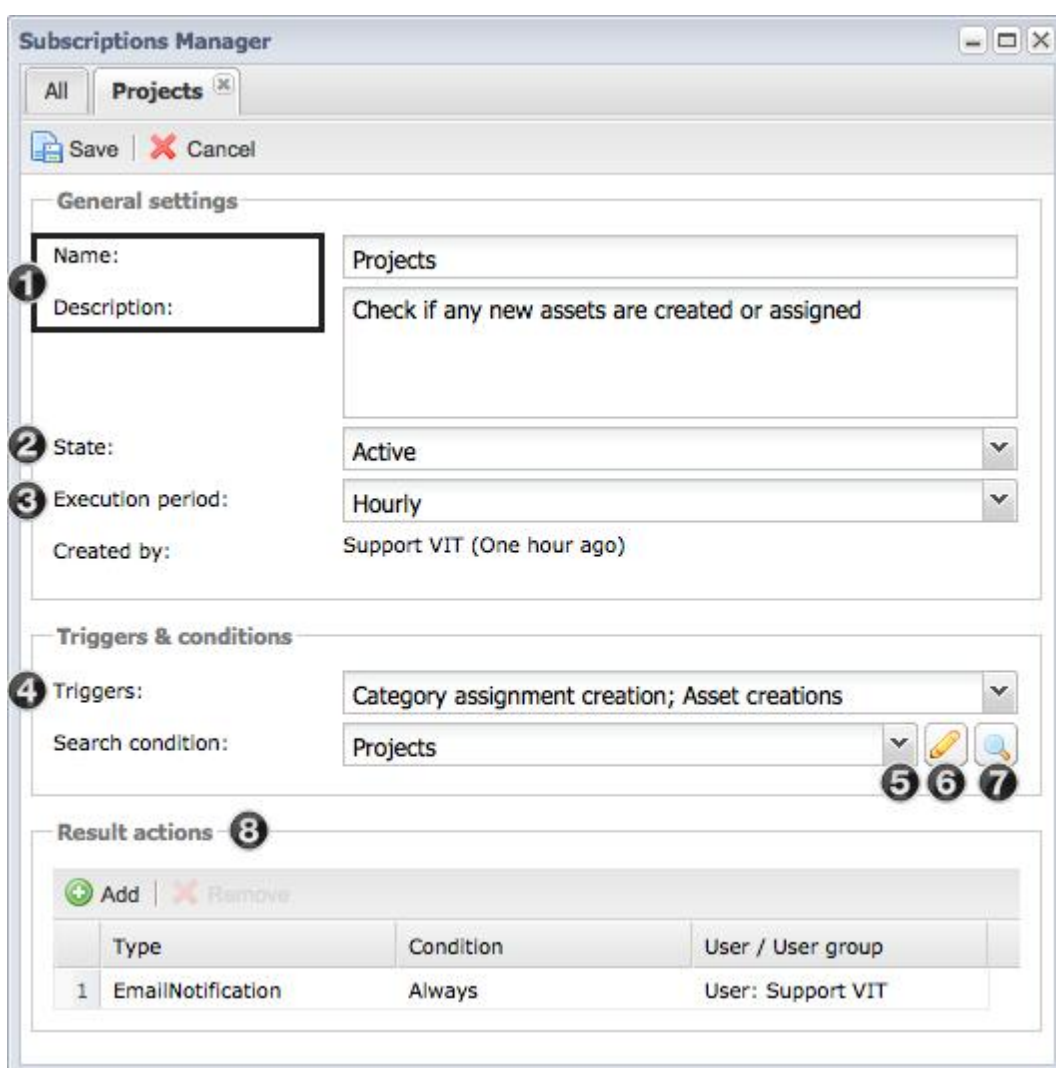
Creating Subscriptions

Subscriptions can be created in various ways:

- Right click on the corresponding category, on which the subscription should be created
- Creation in the subscription manager in the administration menu
- Creation in the subscription manager in the user menu

Settings

Different configurations can be made when a new subscription is created:



The screenshot shows the 'Subscriptions Manager' window with the 'Projects' tab selected. The window has a 'Save' button and a 'Cancel' button. The configuration is divided into three main sections: 'General settings', 'Triggers & conditions', and 'Result actions'.

General settings:

- Name:** Projects
- Description:** Check if any new assets are created or assigned
- State:** Active
- Execution period:** Hourly
- Created by:** Support VIT (One hour ago)

Triggers & conditions:

- Triggers:** Category assignment creation; Asset creations
- Search condition:** Projects

Result actions:

Type	Condition	User / User group
1 EmailNotification	Always	User: Support VIT

1. A unique and clear name and meaningful description should be selected so that you have a good overview of the configured subscription.
2. The status can either be set to active or inactive. If a subscription is currently no longer being used, but shouldn't be deleted then the status can be set to inactive and no notifications will be sent.
3. The defined actions can be executed either every few minutes, hourly, daily (at midnight) or weekly (midnight

Sunday). The execution only takes place if one of the selected events takes place. If a user has more than one subscription then these are summarized.

All the conditions that are necessary for an action can be selected via a saved search:

4. Selection of currently saved searches. If the subscription is created via the context menu on a category then the search is automatically created for this category.
5. The current selection can be updated via the extended search UI. Each change must first be saved before it is adopted.
6. The selected search is carried out in the asset browser by clicking on the magnifying glass. This is useful if you would like to see what assets will currently be found by your search.
7. At least one action must be defined for each subscription that will be triggered as soon as the defined conditions are true:
 - Email Notification: Sends an email with a report of the assets found. The notification can be defined for either a user or an entire user group.
 - Workflow trigger: Initiates a workflow and communicates the assets found.
 - External system call: Calls an external system in a standardized way and provides an ID for that system for retrieving asset and subscription details.

A start action can also be defined for each action:

Subscription action

Action: Email notification

Please define the user or user group to which email notifications containing a list of the returned assets are sent.

Start condition: Always

Subscription user: Always

Subscription group: Any action before has failed
Last action has failed only
All actions before were successful
Last action before was successful

Managing Subscriptions

Each user, that has the rights to create subscriptions can also manage them. Each subscription can later be changed or deleted completely. The overview shows all the important information regarding the subscription at a glance. To take a closer look at a subscription or to change it you just need to double click on the corresponding subscription.

Changing the View



The subscription view can be changed with different functions:

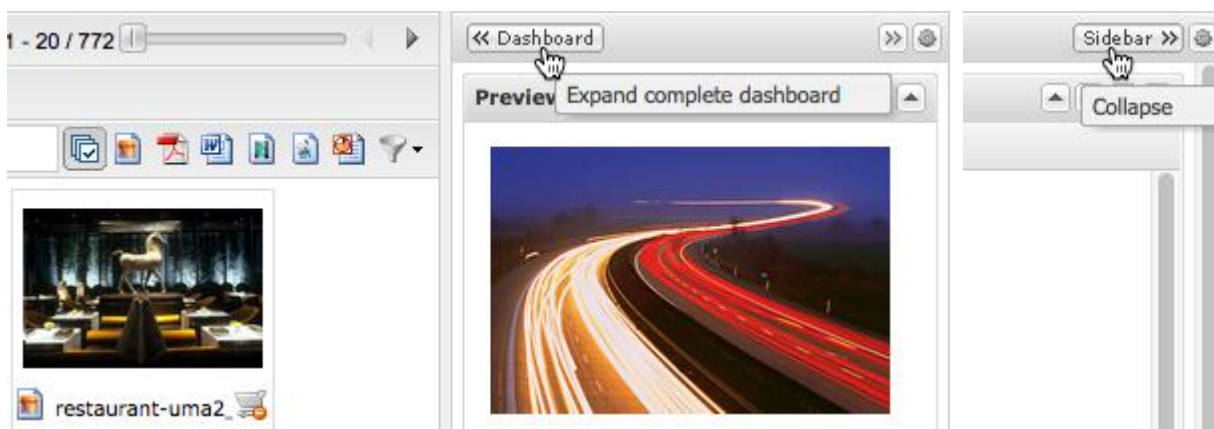
1. Filter all the subscriptions by status
2. Filter all the displayed subscriptions by the type of action.
3. With the corresponding rights you can show the subscriptions of all users or just your own.
4. The list of displayed subscriptions can be sorted ascending or descending after each field.

2.10 Widget Dashboard

The widget dashboard can be activated per channel and can be opened as default every time the channel is loaded if desired.

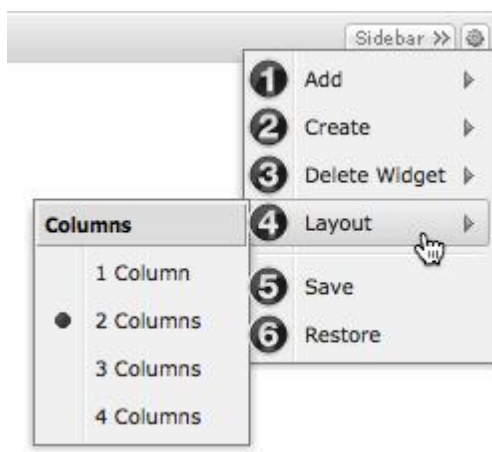
Opening / Closing

The dashboard can be opened with the "Dashboard" button and closed via the "Sidebar" button.



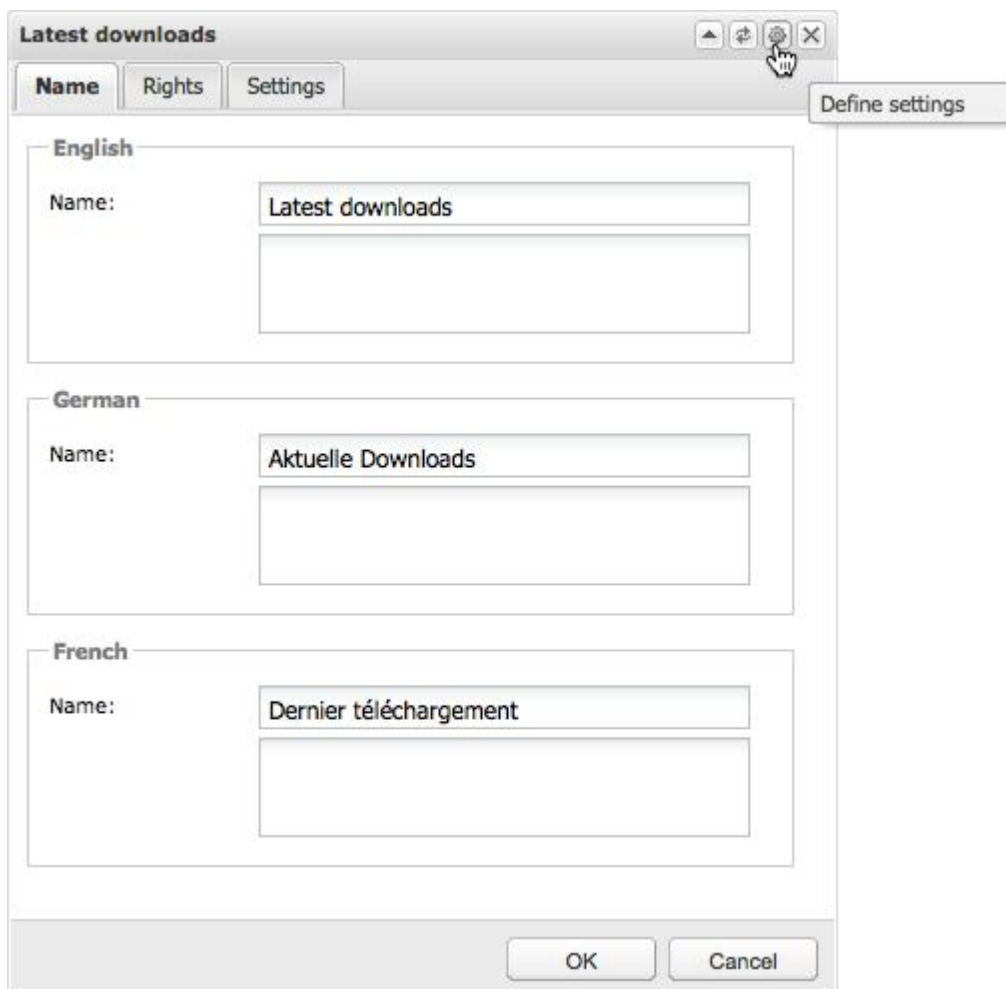
Management

Authorized users can open the dashboard management by clicking the gear icon as soon as the dashboard is open.



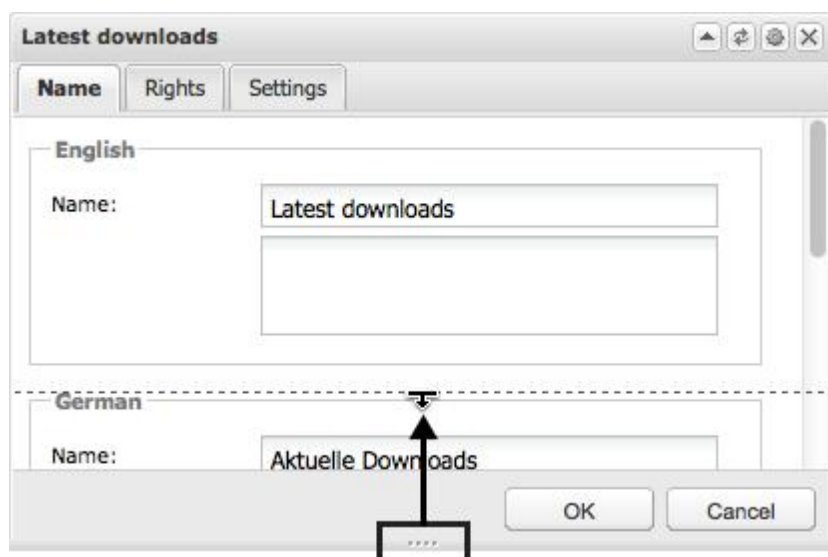
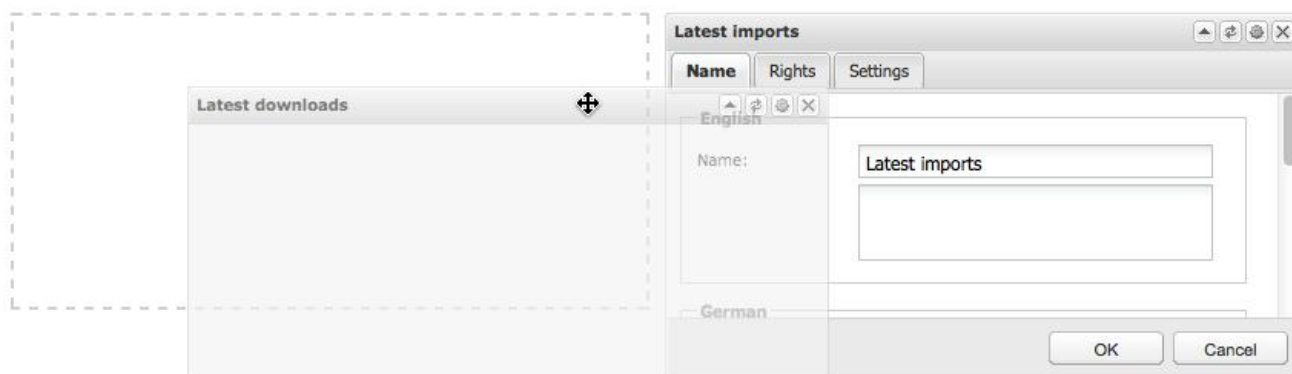
1. Addition of widgets that are not already included in the dashboard. This menu item only appears when there are still widgets available that have not as yet been added to the dashboard
2. Creation of new widgets
3. Deletion of a widget
4. Adjustment of the number of columns in the dashboard
5. Saving of the current view as the basic configuration for all users
6. Resetting the base configuration

The individual widgets can be configured via the gear icon.



The following parameters can be adjusted for each widget:

- Title and description for all available system languages
- Rights per user group for widget specific actions
- Possible settings for the current widget
- Position and height of a widget can be change via drag & drop.



Rights

The following rights can be defined per user group:

- View: Users can see this widget in the dashboard
- Manage: Users can change the configuration of the widget

Additionally there are rights that can only be applied for the Blog widget:

- Reply: Users can comment on answers
- Rate: Users can rate entries and comments from other users

Different Widgets

There are various widgets available:

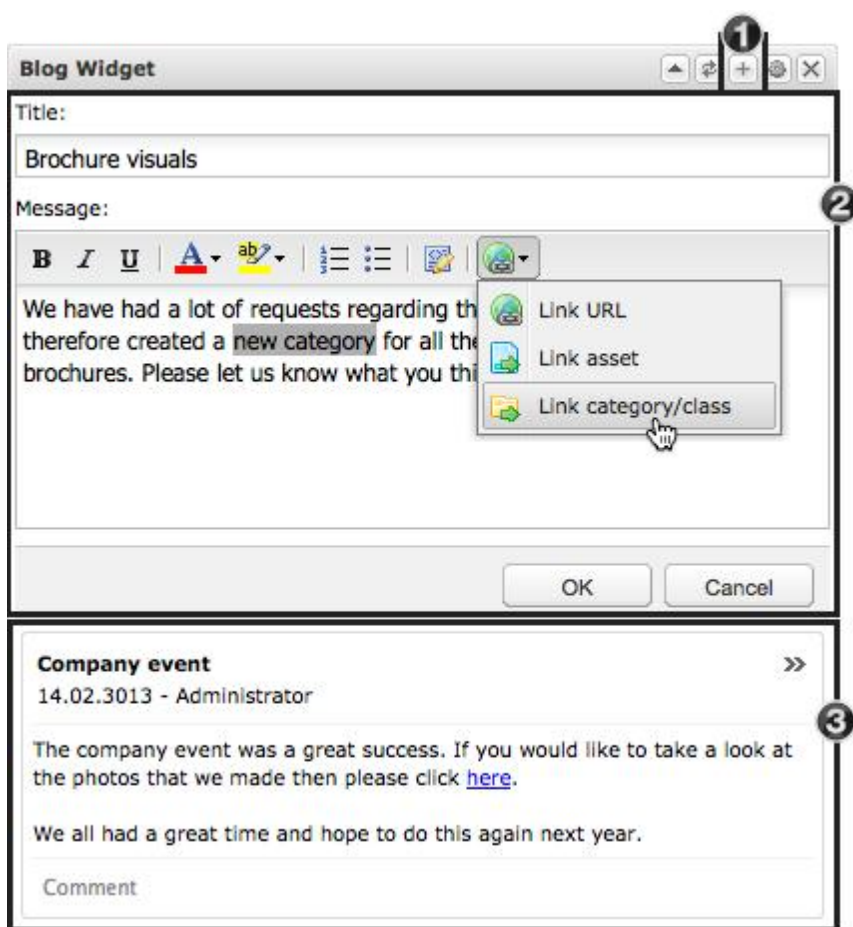
- Preview and basket: These two widgets are shown in the sidebar per default. The position and size of these

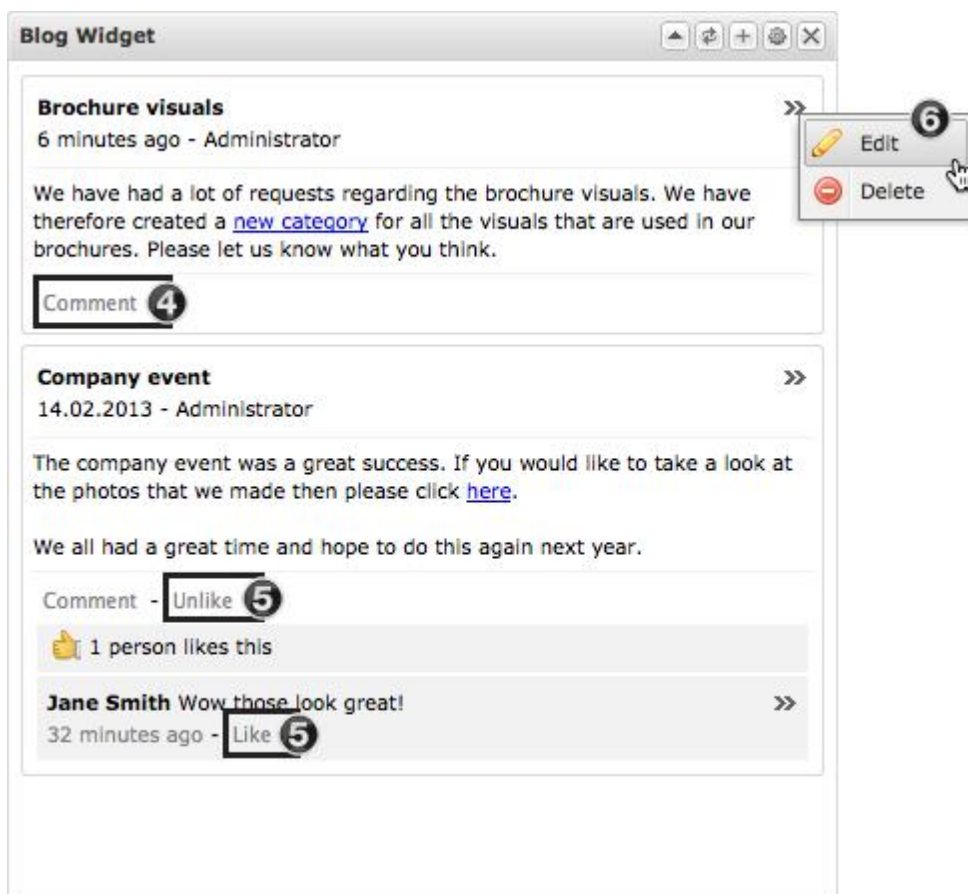
widgets can be changed.

- Blog: Discussion of topics between users and the rating of blog entries
- Activities: Overview of the last activities in Picturepark
- IFrame: The embedding of content from an external source via iFrame

Blog

You can create a new entry via the plus icon in the menu bar of the widget as soon as the blog widget is created and saved. There are various text and formatting options available, as well as the option to link the assets, categories and external pages.





1. Creation of a new entry
2. Editing of the new entry including formatting options
3. Currently existing entries are always shown under the input form.
4. Creation of a new comment
5. Rating of an entry/comment
6. Editing functions for your own entries/comments are shown by clicking on the arrow

Tip

You cannot rate your own entries or comments.

Tip

Entries can only be edited as long as no comments have been made. Comments can not be retrospectively edited

Activities

The activities widget shows a list of assets and/or actions, which can be defined via a filter. A filter can be configured out of actions from the following filter groups:

- User actions: Actions which pertain to the creation and editing of users
- Asset actions: Actions which pertain to the creation and editing of assets

- Review actions: Actions which pertain to the creation and editing of reviews
- Other actions: Actions such as the sending or ordering of derivatives
- Time period: The definition of a point in time from which the assets should be filtered

You can also make changes to the display of your results list:

- Filter for current user only: Only actions are from currently logged in users are shown
- Records per page: Number of entries per page
- Row height in pixel: The row height can be adjusted for the information displayed

iFrame

The following specifications can be made for iFrame widgets:

- Iframe URL: Website which should be shown
- Append security token: If this option is activated then a security token is appended to the url
- Append basic user information: As soon as this option is activated specific user information (email address, name, surname are passed via the URL)

3 Import & Editing

The different possibilities for importing and editing metadata are listed in this area:

- [Import](#): Importing of new assets via the browser or batch import
- [Single Edit](#): Editing of single assets
- [Batch Edit](#): Editing of multiple assets
- [Categories](#): Editing of categories
- [Version Management](#): Managing the asset versions
- [Desktop Connector](#): Management of assets using a locally installed application
- [Conversion](#): The editing of images in an editor

3.1 Import

You can import new assets into Picturepark using the browser or the batch import.

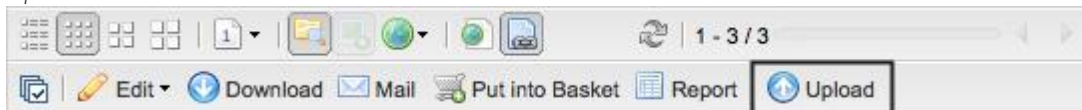


Tip

The filename of the file you are importing should not contain the following special characters (this list is not exhaustive): " * / \ ' "

Browser Import

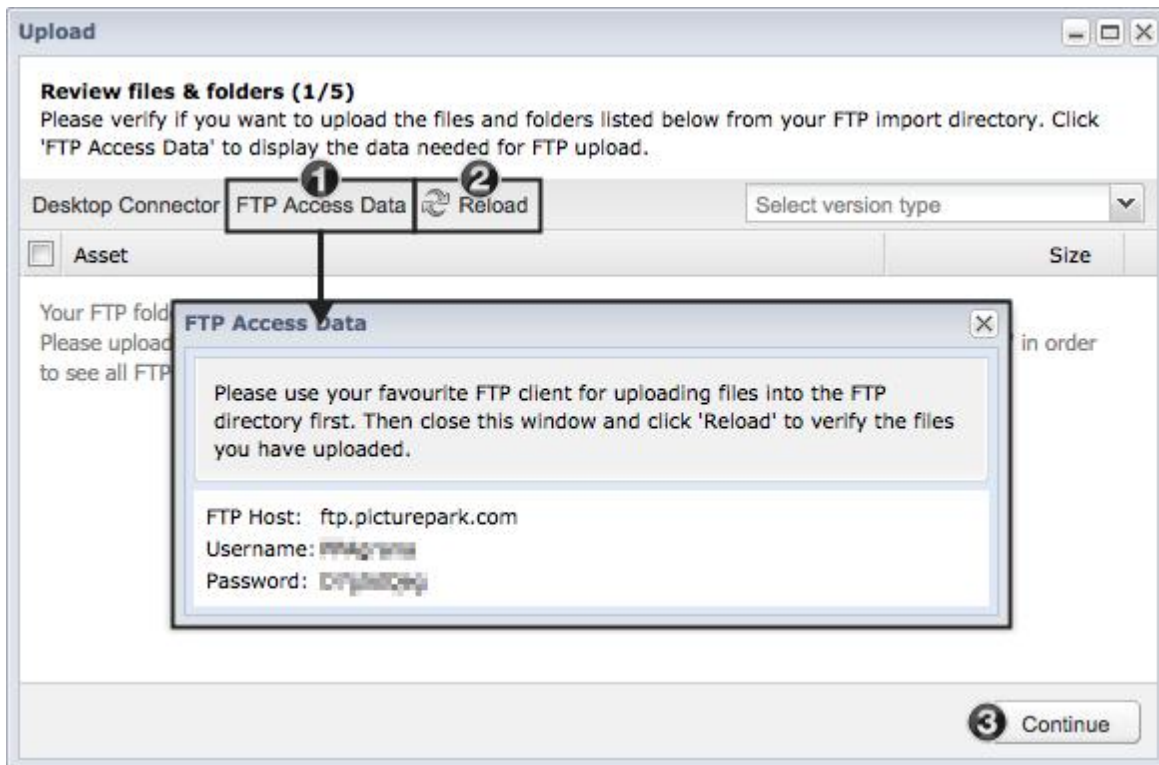
Assets can be imported directly into Picturepark using your browser. The browser import can be used by clicking on *Upload* in the asset toolbar.



The import can be completed in 5 steps in the window that opens.

File Import

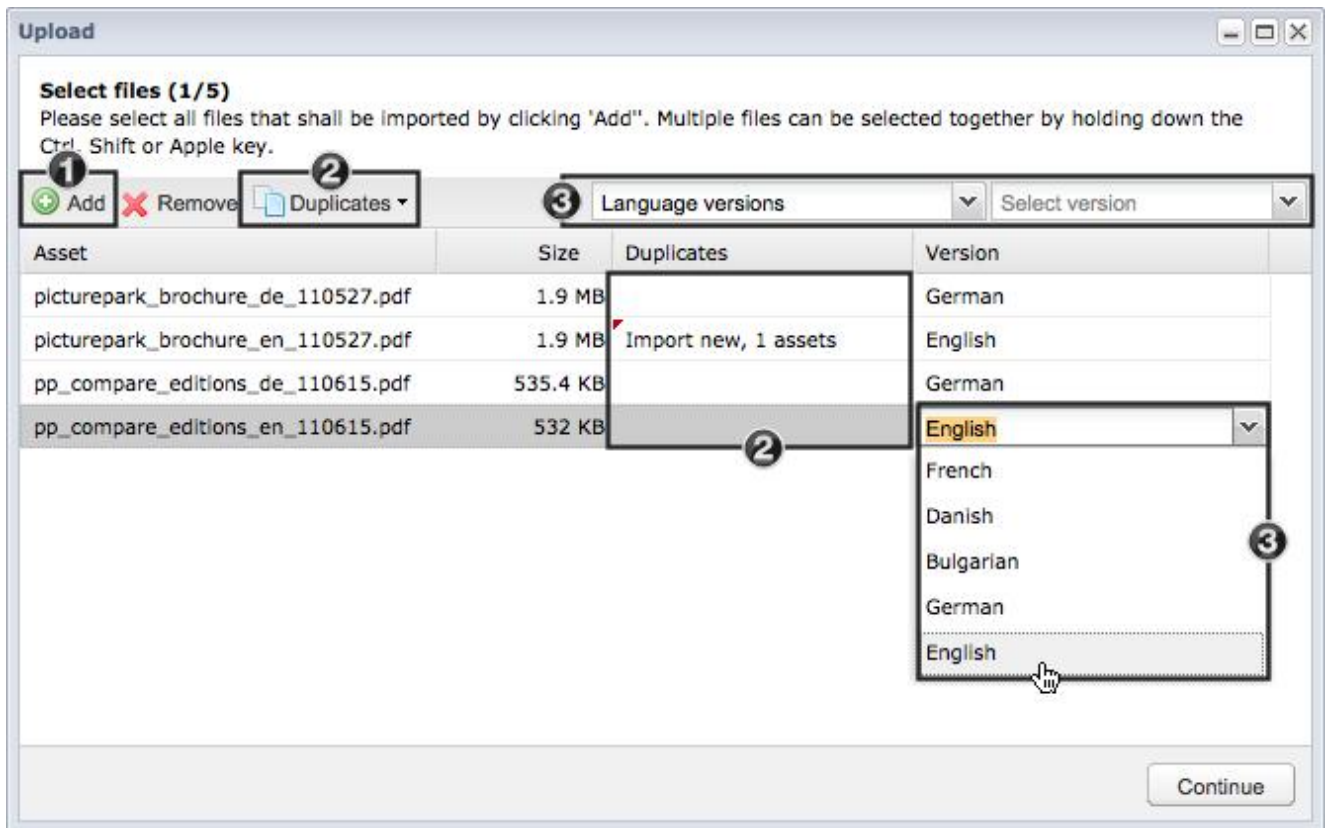
In a batch import the desired assets are first uploaded to an FTP directory and then imported using the file import function in the administration menu in Picturepark.



1. The FTP login details can be viewed under *FTP Access Data*
2. You can click on *reload* after the files have been uploaded into the FTP directory to refresh the list of uploaded files in the lower area.
3. Once you have made your selection of the files you would like to import from the files in the list you can import these by clicking on *continue*.

Step 1 - Selecting Files

You select the files you would like to import in the first step.



1. The files you would like to import can be selected by clicking on the *add* button. Files can also be added to the import window directly from Windows Explorer or the Mac Finder via drag & drop.
2. Duplicates are files that have already been imported into Picturepark. Depending on your requirements, there are different options available for how these duplicates should be handled:
 - Import as new: The existing asset in Picturepark is ignored and the selected asset is uploaded as a new asset.
 - Replace duplicates: The existing asset in Picturepark is replaced with the selected file. The asset Id is retained.
 - Replace and add to target category: The existing asset in Picturepark is replaced with the selected file. This asset is also added to the target category of the current import.
 - No replace but add to target category: The selected file is not imported. The existing asset in Picturepark is added to the target category of the current import.
 - Skip: The file is excluded from the import.

You can either make a selection for all the assets that are to be imported (*Duplicate Button*), or individually for each file (drop down for each file in the *duplicate* column).
3. The desired versions can be assigned to the assets on upload. The assignments can be made for all the assets at once or for each file individually.

Tip

The duplicate search only checks assets on which the logged in user has rights. If a user does not have rights on all assets, then duplicates can not completely be excluded.

Step 2 - Defining the Metadata

The metadata can be defined in the second step. All the files are tagged with the same metadata. Each asset can be edited individually after import.

1. Here you can fill out the metadata for each field.
2. This icon shows, that for this field there is a standard default value that is filled out (in the above example this is the original file name).
3. If the default value is changed, then this is shown by the corresponding icon.
4. As soon as values are changed for fields that do not have a default value, then this icon is shown.
5. If there is an XMP mapping for a field, then this is shown using this icon.
6. You can select the categories you would like to add your assets to in the "Category" panel.

Upload

Define metadata (2/5)
Please enter all metadata which shall be used to tag the files on import. You can use placeholders such as [OriginalFileName] or [XmpMetadata] in order to have entered the corresponding values for each file automatically.

Asset Class:

Metadata
Category

Category

Categories*:

All\Taxonomy\Industry\ X 9

Europ

All\Taxonomy\Country\Europe\ 8

All\Taxonomy\Customer\Europapark\ 10

Back Continue

7. Already added categories are displayed as a box and kann be removed via the "X" next to the category path.
8. Suggestions for the keywords entered are automatically shown. You can now select an entry from the list.
9. The category assignments can be removed with the "X" on the right border.
10. You can open a window to select more than one category at a time by clicking on the arrow.

Tip

In some fields default values have already been entered. For example [OriginalFileName] or [XMPMetadata]. These fields are automatically filled with the corresponding values.

Tip

If a default value is overwritten, then this can be reset by deleting the values in the field or via the menu with the corresponding icons. The placeholder [DefaultValue] or [XMPMetadata] is then shown.



Tip

If an XMP mapping for the field was created, then a tooltip is shown over the

corresponding field that shows how the field is mapped.

Capture Date: XMP 

XMP field value
 Exif: Date time original

Step 4 - Asset Rights

In this step the rights for all the files that are being imported are set.

1. Selection of the appropriate right template. Depending on your authorization one or more rights templates are available.
2. By clicking on "Extended Search" the overview of the rights can be extended so that all details are visible.

Upload

Asset rights (4/5)
Please define all rights for the assets by applying a predefined rights template or by selecting matching rights directly (if authorized).

Template: Public for all 

Public for all

Editors only

Superusers only

Agency Material

Alter rights

User group	Edit	Rights	Statistics
	☐ All	☐ All	☐ All
 Admin	☒	☒	☒
 Agency	☐	☐	☐
 Editors	☒	☒	☒
 User	☒	☐	☐
 VIT Superusers	☒	☒	☒

Extended rights

Back **Continue**



Tip

Depending on the rights of the logged in user right templates can be individually altered using the *alter rights* button. This function should however be avoided as a rule for the sake of clarity.

Step 5 - Derivative Rights

The derivative rights are different depending on the file type. The desired derivative right needs to be individually selected for each file type.

1. Selection of the file type
2. Selection of the appropriate rights template. Depending on your rights one or more rights templates will be available.

Upload

Derivat rights (5/5)
Please define all rights for the derivatives of the assets by applying a predefined rights template or by selecting matching rights directly (if authorized). Then click 'Start import' in order to start importing the assets.

AssetType: **InterchangeDocument**

Save | Template: **PDF all formats** | Alter rights

☒ ThumbnailMedium ☒ ThumbnailLarge

Administrator	☒	☒	☒	☒
Agency	☒	☒	☒	☒
Editors	☒	☒	☒	☒
User	☒	☒	☒	☒
VIT Superusers	☒	☒	☒	☒

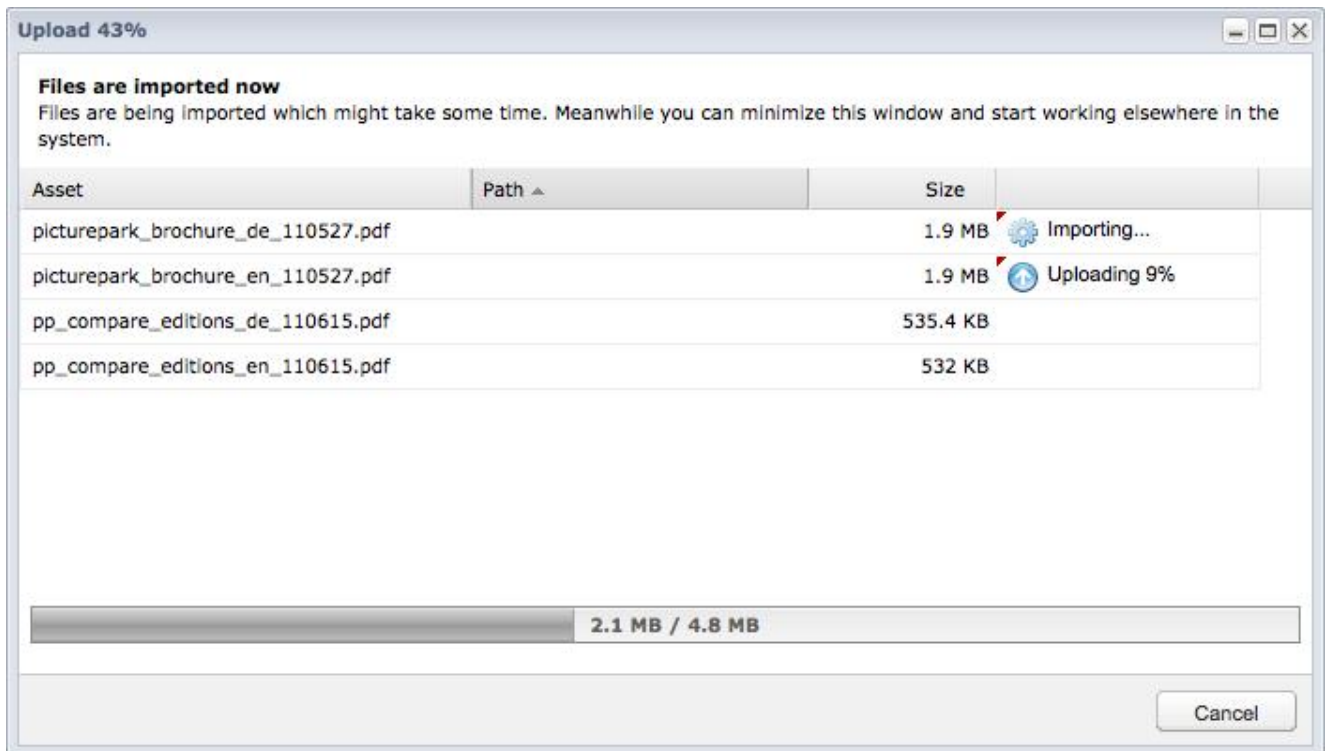
Back Import now

Tip

Depending on the rights of the logged in user right templates can be individually altered using the *alter rights* button. This function should however be avoided as a rule for the sake of clarity.

Import

You can see the progress of the import during the import. After the import has completed the new assets can be processed further directly by adding these to the basket or editing them with the batch edit.



💡 Tip

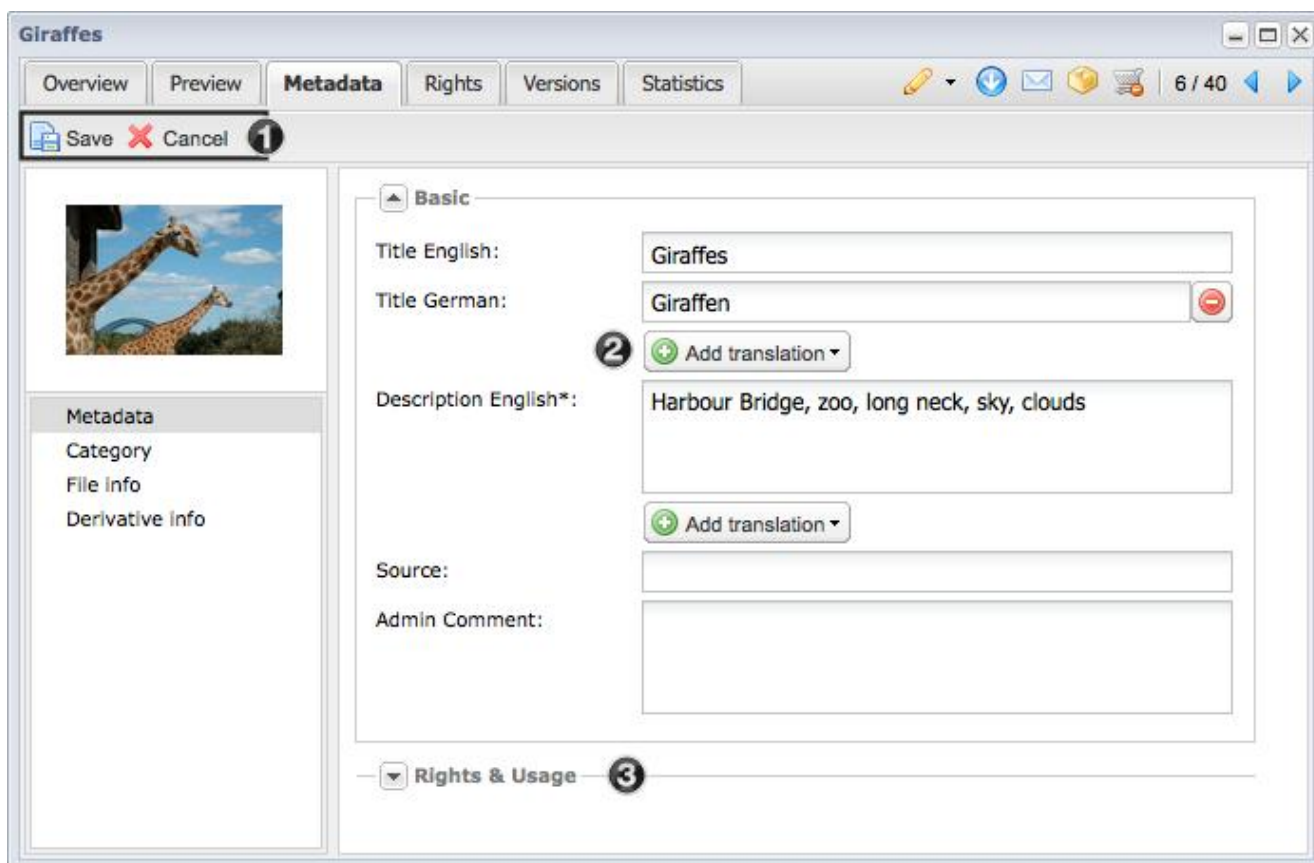
The import is canceled on closing the window. The window can however be minimized if you would like the import to continue in the background.

3.2 Single Edit

Each asset can be individually edited in the detail view.

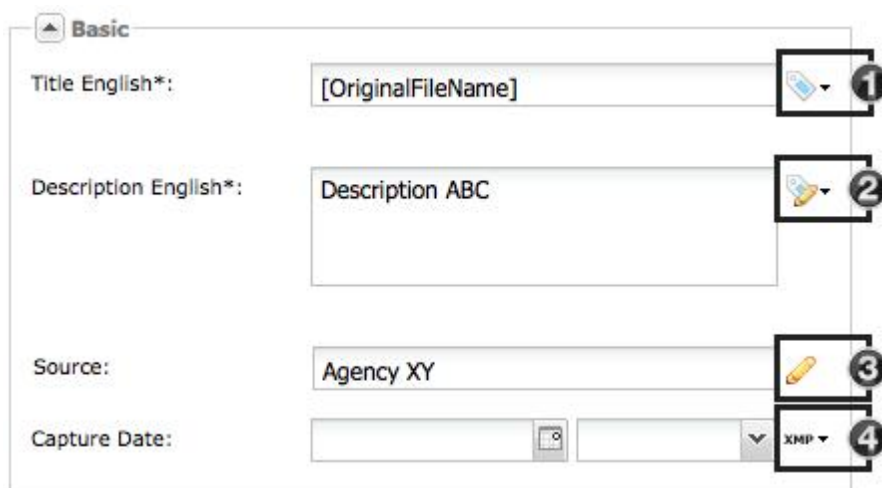
📁 Metadata

The metadata of an asset can be edited in the *Metadata* tab. Metadata can be divided into different panels which group similar metadata.



1. Changes are only saved once you click on save
2. Languages that are not mandatory can be added using this button.
3. Panels group similar metadata fields and can be opened and closed

Icons next to the metadata fields



1. Here you can fill out the metadata for each field.
2. This icon shows, that for this field there is a standard default value that is filled out (in the above example this is the original file name).
3. If the default value is changed, then this is shown by the corresponding icon.

4. As soon as values are changed for fields that do not have a default value, then this icon is shown.

Tip

If a default value is overwritten, then this can be reset by deleting the values in the field or via the menu with the corresponding icons. The placeholder [DefaultValue] or [XMPMetadata] is then shown.



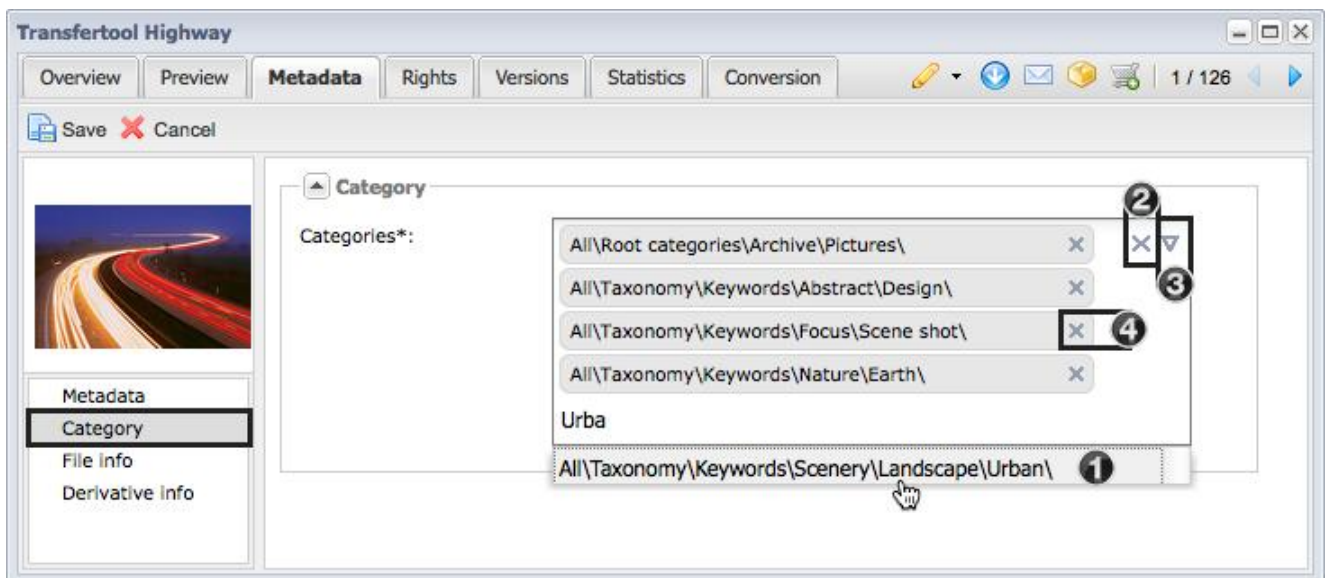
Tip

If an XMP mapping for the field was created, then a tooltip is shown over the corresponding field that shows how the field is mapped.



Categories

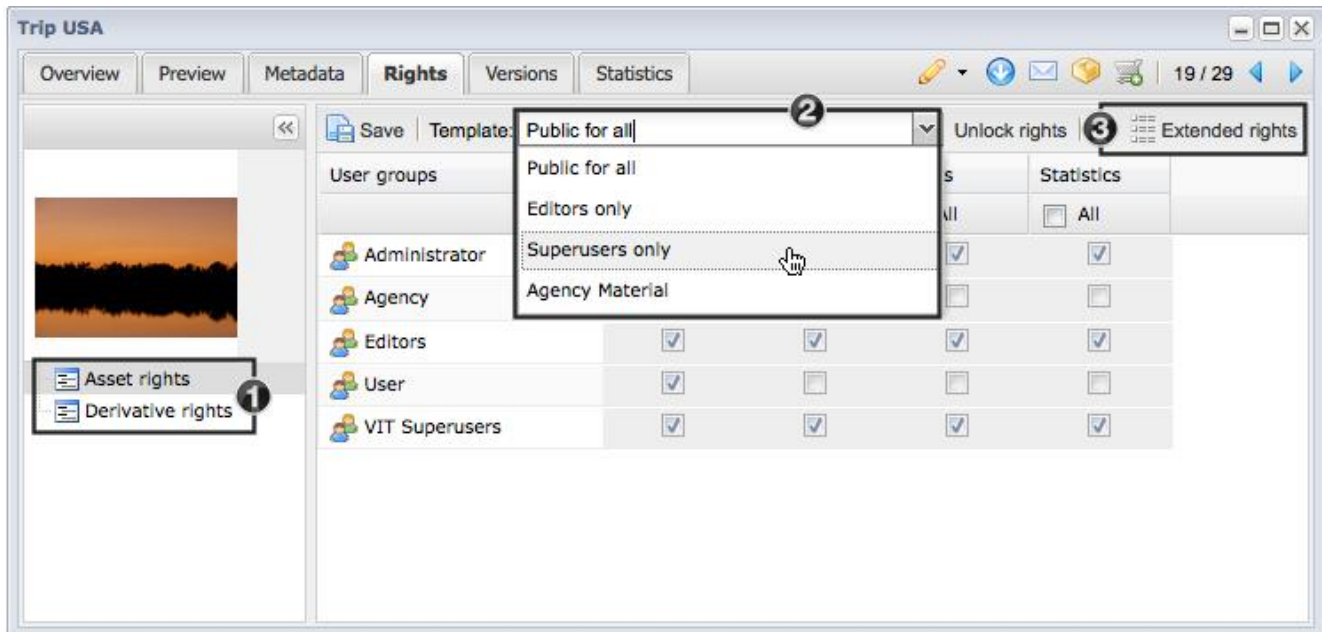
Categories are managed in the *Metadata* tab in the *Categories* area.



1. After the entry of at least 3 characters in the metadata fields suggestions will appear that contain the data entered. The desired category can now be selected from the search to add it to the list.
2. The category assignment can be removed via the "X" on the right hand border of the field.
3. You can open a window for the selection of multiple categories at once by clicking on the arrow.
4. Already added categories appear as a box and can be removed via the "X" next to the category path.

Rights

The right templates for the derivative and asset rights can be changed in this area.



1. Changing between the asset and derivative rights view
2. Selecting the desired rights template
3. You can extend the overview of the rights by clicking on "Extended Rights" so that all the details are visible.

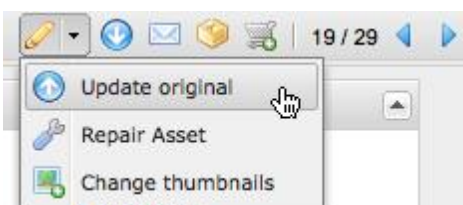
The changes are applied by clicking on save.

Tip

Depending on the rights of the logged in user rights templates can be individually altered using the *alter rights* button. This function should however be avoided as a rule for the sake of clarity.

Updating Assets

The original of an asset can be easily replaced. The previews are automatically generated after updating the asset.

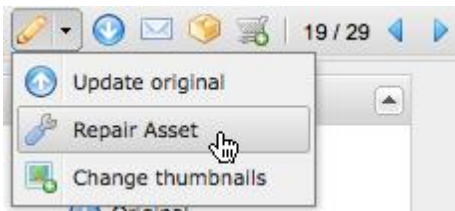


The function can be called over the arrow on the right next to the *editing* icon.

Depending on which version types are activated, you can directly create a [historic version](#) on updating.

Repairing Assets

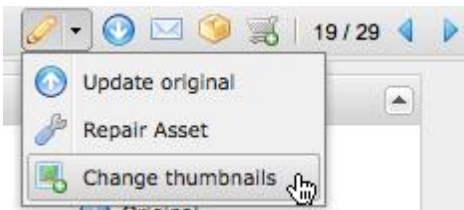
The repair of an asset can be useful if no previews or thumbnails were created for an asset.



The function can be called over the arrow on the right next to the *editing* icon.

Change Thumbnails

The displayed thumbnail can be changed for each asset. In this way you can create thumbnails for files for which no thumbnails are automatically created (for example zip files). For videos you can either upload an external image or select an image directly from the video.



The function can be called over the arrow on the right next to the *editing* icon.

Manage Derivatives

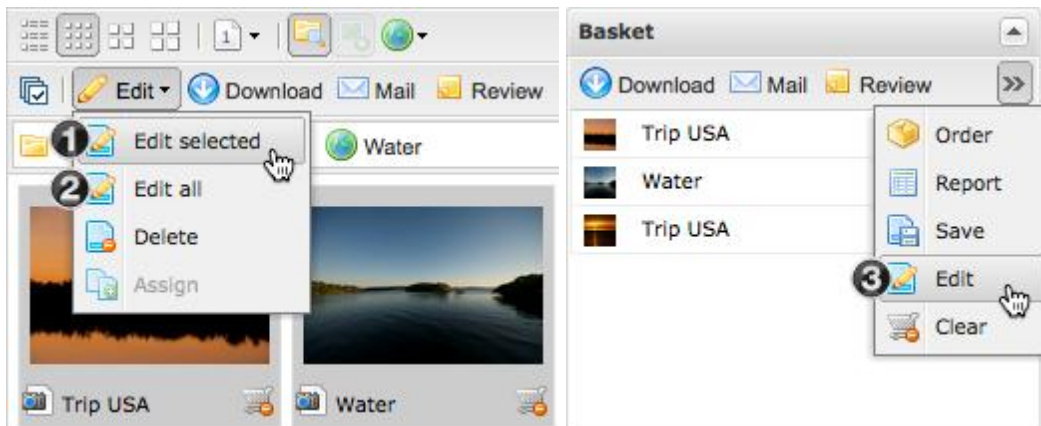
Placeholder derivatives can be defined in addition to the static derivatives if this function is activated. These derivatives are not automatically created by the Picturepark rendering service, but are subsequently added to the asset.



The function can be called using the arrow on the right hand side of the *Edit* icon

3.3 Batch Edit

To edit multiple assets at once you can select the assets you would like to edit and click on the *edit* button (1). You can also optionally edit all the assets displayed by clicking on *Edit selected* (2). Editing in the basket is also possible, through which asset from different categories can be edited easily (3).



Tip

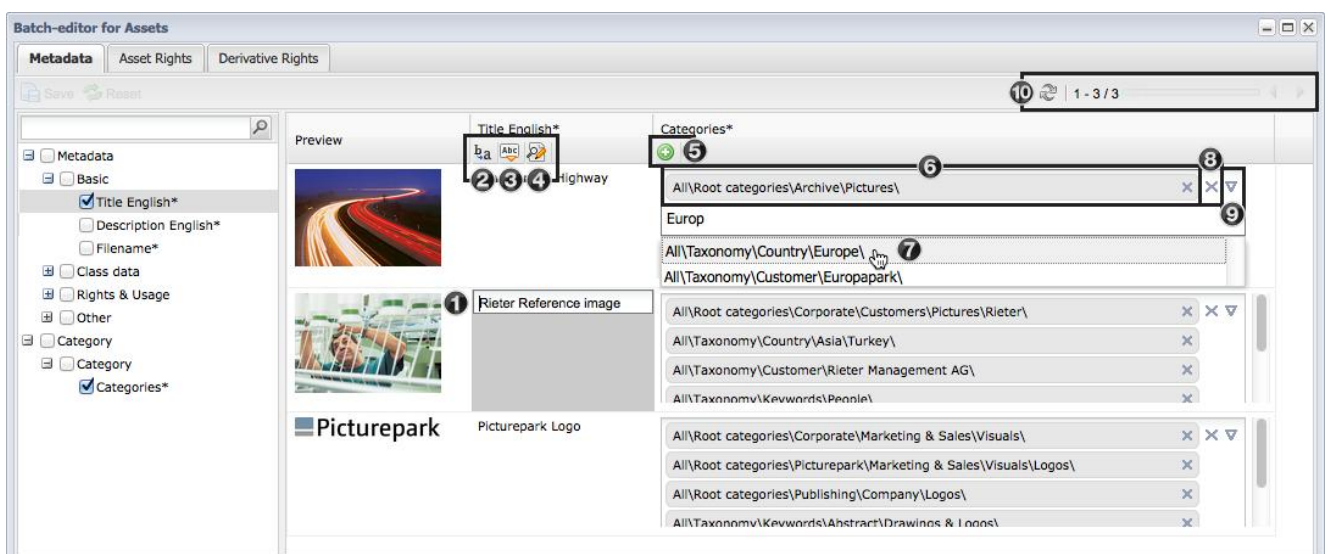
The synchronization of the XMP Metadata will take some time to complete when batch editing multiple large files. If the synchronization has not yet been completed or an asset and its derivatives then an icon appears as shown below.



The window that opens is divided into different areas in which different asset information can be edited. Important tip: to save changes you need to click on the save button in each area.

Metadata

In the left part of the window a list of available metadata fields which can be edited is shown. A field is added to the list on the right hand side by activating a checkbox in front of the metadata field name.

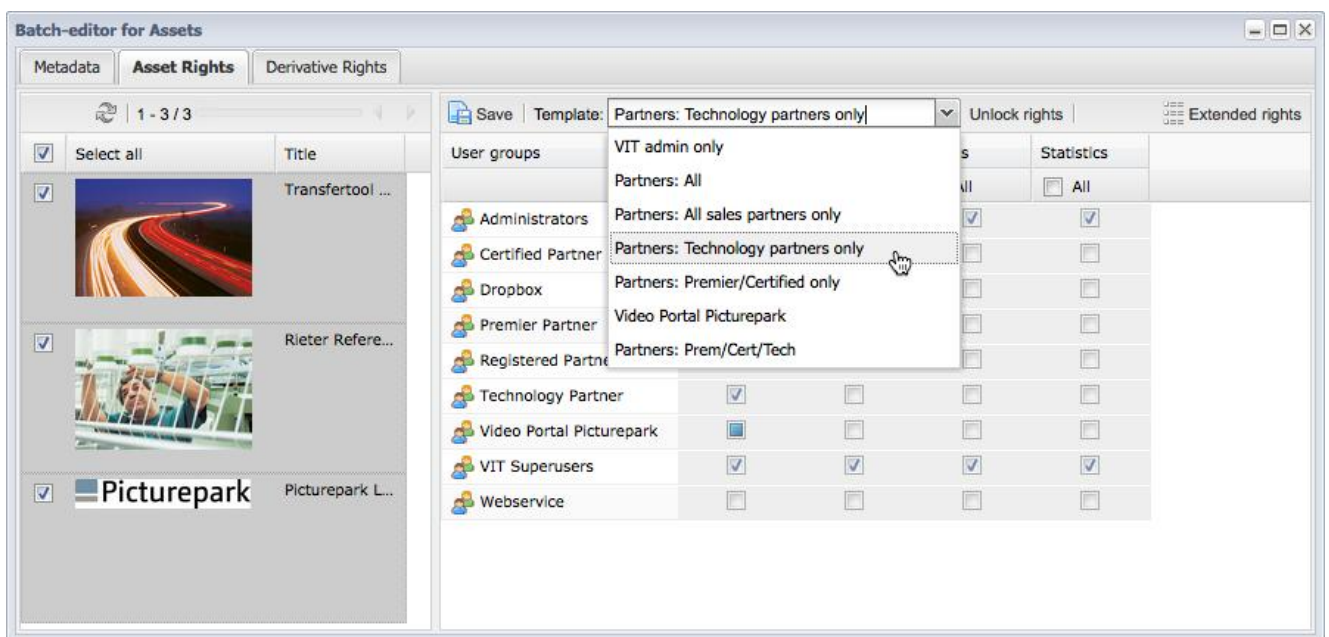


The metadata can now be edited using different functions:

1. Manual entry of the entries per asset and metadata field by clicking on the current entry
2. Replacing all entries for all assets for a metadata field.
3. Insertion of additional content for all assets in a metadata field at a specific position.
4. Search and replace of entries for all assets for a metadata field.
5. Addition of category assignments for all assets.
6. Already assigned assets are shown as a box and can be removed by clicking the "X" next to the category path.
7. After entering at least 3 characters in the metadata field suggestions for entries with these character strings are displayed. The desired category can now simply be selected out of the search results to add it to the list.
8. The category assignments can be removed using the "X" on the right border of the field.
9. By clicking on the arrow the window for the selection of more than one category at a time is opened.
10. Assets can be edited in groups of 500. By using the arrow above the asset list you can change to the next 500 assets.

Asset Rights

On the left hand side the assets for which the asset rights should be changed can be selected using the checkbox in front of each asset. To select all the assets you can activate the *Select all* checkbox up the top. The rights templates can be adjusted on the right hand side.



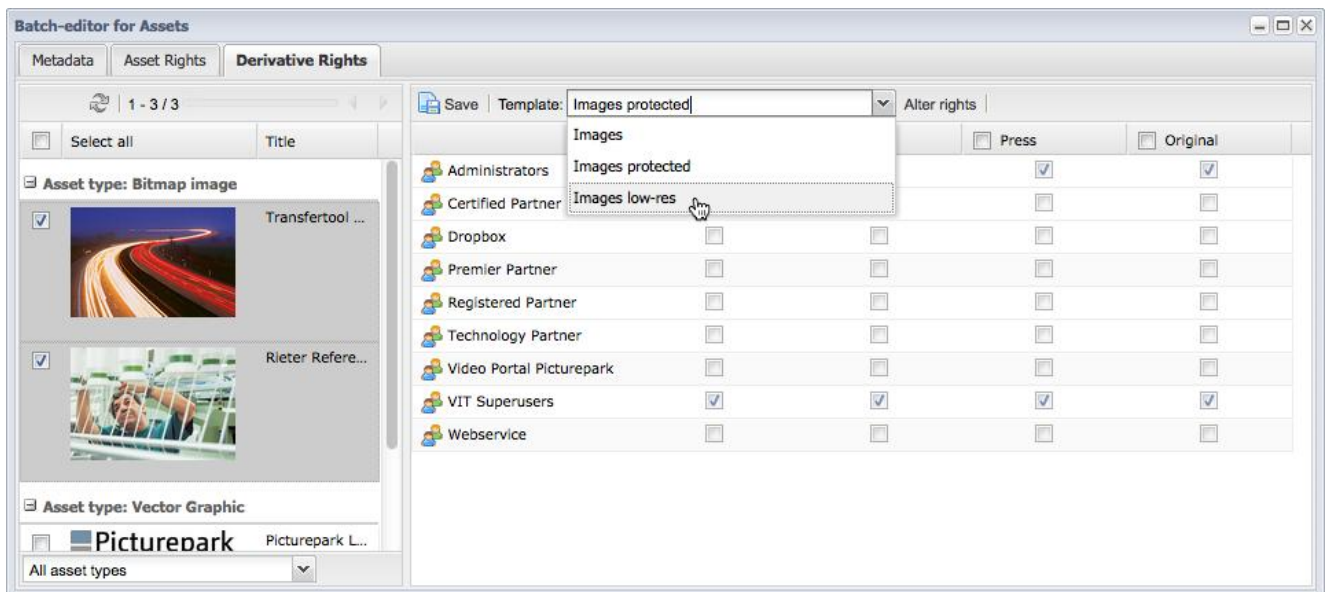
Tip

Depending on the rights of the logged in user the rights templates can be adjusted over the *alter rights* button. This function should however be avoided as a rule for the sake of clarity.

Derivative Rights

The assets for which the derivative rights should be changed can be selected on the left hand side using the checkbox in front of each asset. To select all assets you can activate the checkbox next to "Select all". The rights templates can be adjusted on the right hand side.

In the derivative

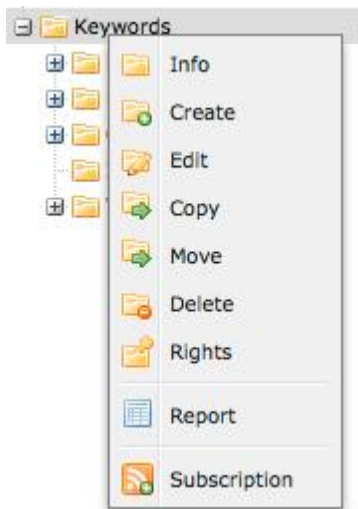


Tip

Depending on the rights of the logged in user the rights templates can be adjusted over the *alter rights* button. This function should however be avoided as a rule for the sake of clarity.

3.4 Categories

Categories can be managed by right clicking on the category:



Different actions can be applied to the categories:

Info

The info function displays the direct link to the selected category. If a user clicks on this link he first needs to be logged in and possess the rights to view the contents of the category.



The link is opened in the browser by clicking on the icon on the right next to the URL.

Creating

You can create a subcategory of the current category by selecting *create* from the context menu. The title and description can entered in all available category languages in the window which opens.

Create

Category Icon **2**

Please put a short name and a meaningful abstract for tagging.

English

Name:

Abstract:

German

Name:

Abstract:

French

Name:

Abstract:

☐ Create new after save **1**

Save Cancel

Edit

Category Icon

Icon: **3**

4 ☐ Apply to all sub-categories

Save Cancel

1. If you would like to create additional categories then you can activate the Open a new category window on save checkbox. This options opens a new window in which further categories can be created after creating a new category.
2. In the "Icon" area you can now select an icon for the category.
3. You can choose between defined icons, which can be managed in the [icon manager](#).
4. When editing a category you can also apply all icons to a subcategory.

 Tip

The use of special characters in category names is not allowed (\ / : * ? " < > |).

 Editing

You can rename the category and edit the description, as well as the icon assignment by selecting *edit*. The data can be changed for all available category languages and confirmed by clicking on *save*.

 Tip

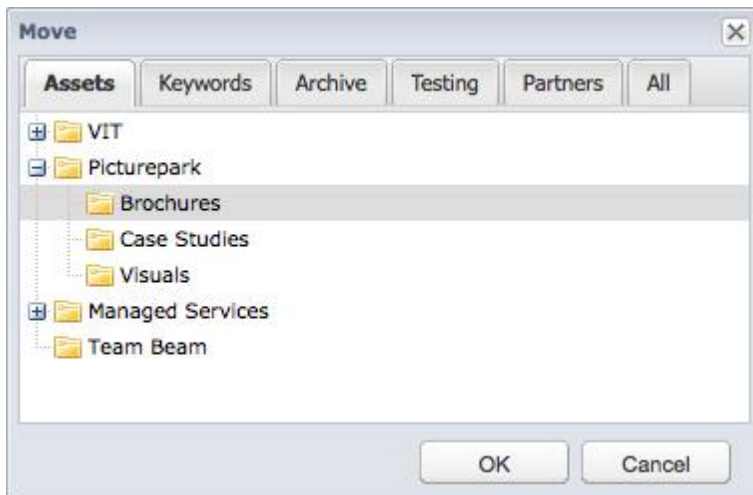
The description of the categories is taken into account by the search. The entry of synonyms in the category description for example can therefore extend the category with important keywords.

 Copying

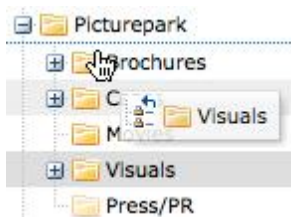
With the copy function categories, including subcategories, can be copied to a new location in Picturepark. In addition to the selection of the category to which the structure should be copied (1), you can, if desired, activate the option that all the assets from the current structure are also assigned to the new structure.

 **Moving**

The selected category can be moved with its contents to another part of the category tree. You can select a category in which the selected category should be moved to in the window that opens on calling this function. The category is always added in the last position.



Alternatively categories can be moved via drag & drop. The selected categories can be precisely placed in the desired location using this method. You can drag the category to the desired location by left clicking on it. Various markers are shown for orientation as to where the category will be moved to. When the desired location is found the category can be dropped.

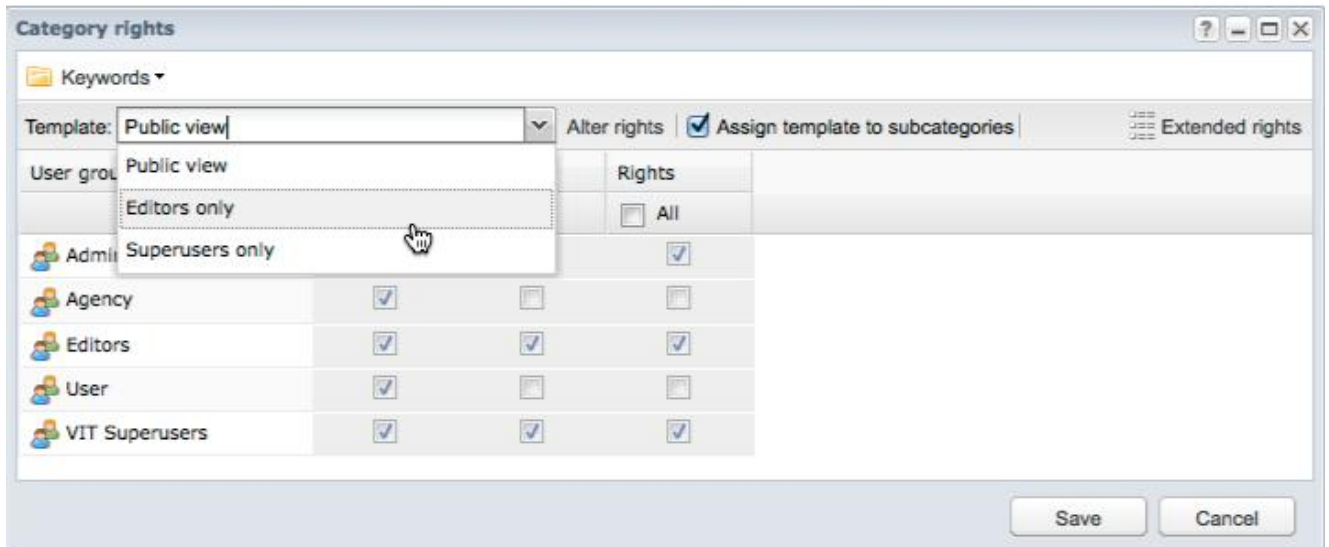


Deleting

The category can be permanently removed from the system with *delete*. You will need to confirm that the category should be deleted after making this selection. All assets that are not also assigned to another category will be put in the *undefined* folder (only visible to administrators).

Rights

You can set the rights for the selected category and if desired propagate these to all sub categories with this function.



3.5 Version Management

Different versions can be created for each asset. Possible version types are:

- Language versions: Management of language versions for all assets
- Historic Versions: Managing the life cycle of an asset.
- Associated Versions: Management of associated assets such as product images from different perspectives
- Quality versions: Management of different qualities or print kits

An asset can have different versions per version type. Assets with versions are known as "Master Assets". The master asset must thereby also be declared as a version. Every version is again an independant asset which has its own metadata and can be freely categorized if required. The version is always connected to the master asset. Depending on the configuration of the version type a master asset can only have one specific version. For example you could only have one french version and not several.

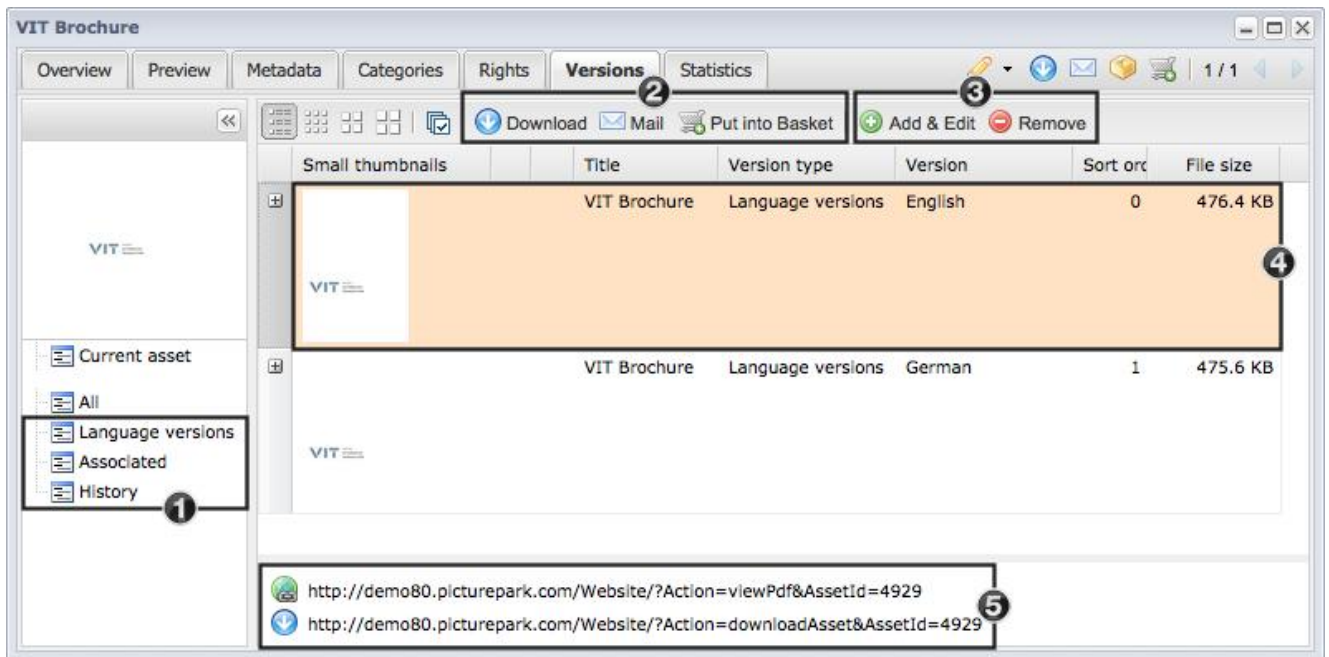
Version Filters

Versions can be shown as individual assets or hidden. Versions are hidden by default and are available over the master asset. It can be custom defined what versions a filter is available.



Managing Versions

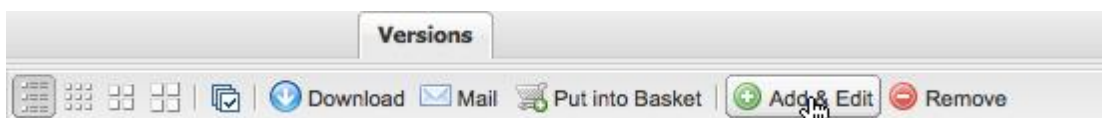
The versioning of assets can be managed in the detail view in the *Versions* tab. All the existing versions of the asset are listed here.



1. Filtering the displayed versions by version type
2. Further processing of selected versions using different functions
3. Adding, editing and deleting of versions
4. Master assets are marked with an orange background
5. There are two separate links for every language versions: one for downloading the asset (with the symbol) and one for viewing the asset (with a symbol). The links for the selected version appear in each case.

Adding and Editing Version

To add further versions to an asset these further versions first need to be imported into Picturepark. You can add new versions to a master asset or edit existing versions by clicking on Add & Edit.



Please select a version type and then edit existing or add new versions by drag & drop into the area below.

Version type: Language versions **1**

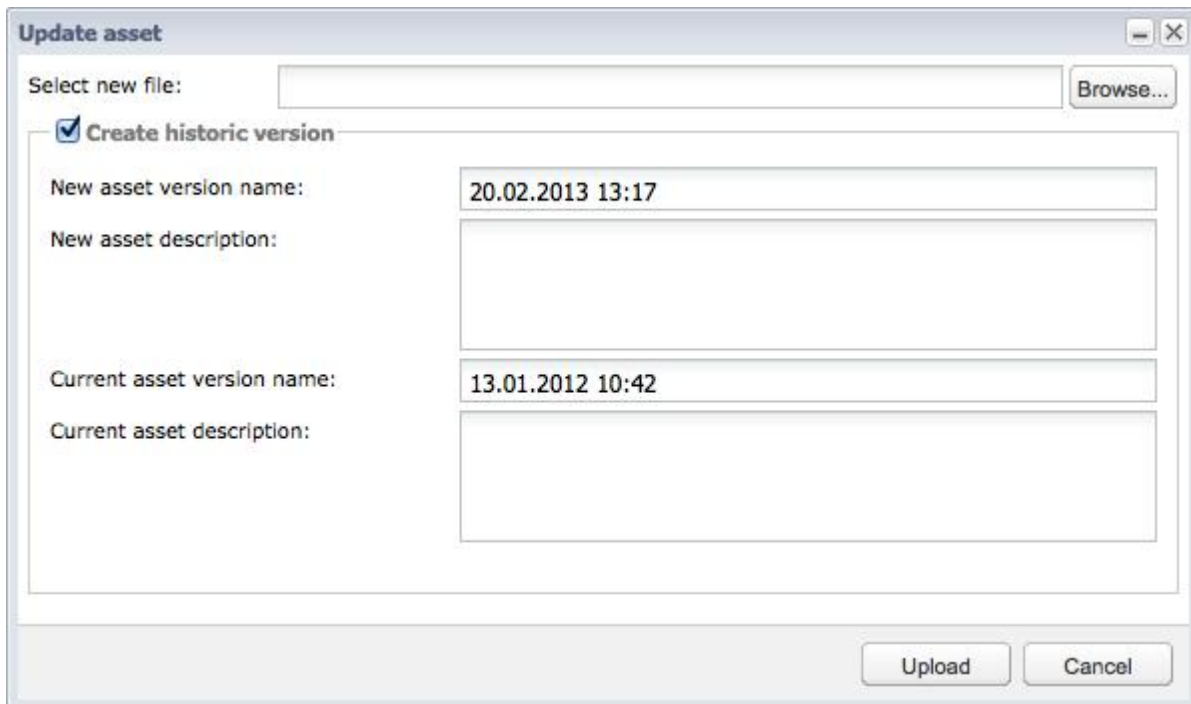
2 Add versions

Small thumbnails	Title	Version	Description
	VIT Brochure	English 3	
	VIT Brochure	German	

1. Selection of the version type for which the version should be edited
2. New versions can be added either by clicking on *add versions* or via drag & drop
3. You can select the desired version for each asset from the *version* column

Historic Versions

Historic versions are created on [updating](#) an asset. You can select whether you would like to create an historic version on upload or not. After entering a version name and description (for the new as well as the previous asset) and clicking on *save* the selected asset is overwritten with the new file and a new asset is created from the old file and linked.



Update asset

Select new file: Browse...

☒ **Create historic version**

New asset version name:

New asset description:

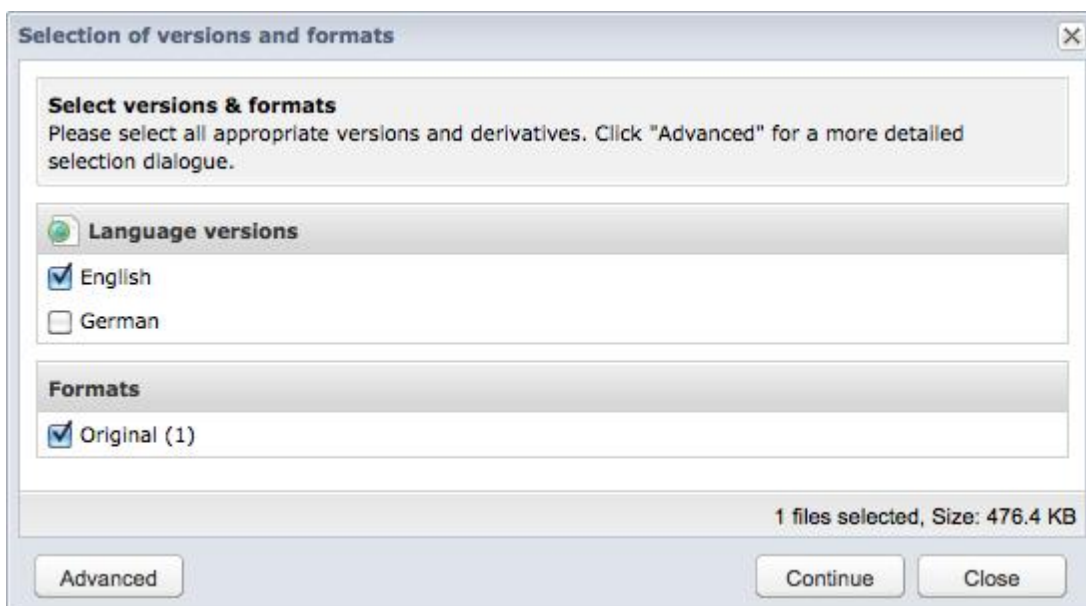
Current asset version name:

Current asset description:

Upload Cancel

Downloading of Versions

On downloading an asset or creating mailings and orders all the versions of the selected (master) assets are shown in the selection dialog. All the versions are normally listed first and then possibly related derivatives such as image formats.



Selection of versions and formats

Select versions & formats
Please select all appropriate versions and derivatives. Click "Advanced" for a more detailed selection dialogue.

Language versions

☒ English
☐ German

Formats

☒ Original (1)

1 files selected, Size: 476.4 KB

Advanced Continue Close

3.6 Desktop Connector

With Picturepark Desktop assets can be managed with a locally installed application. In order to be able to use the Desktop Connector the current version of Adobe Air needs to be installed (<http://get.adobe.com/air/>). The functions

correspond to the functions in the Picturepark Browser.

Download and Installation

The desktop connector can be downloaded from the [Desktop Clients](#) window (administration menu). The desktop connector can be installed easily with the help of the .air file which is downloaded.

Login and Settings

The url of the Picturepark you would like to connect to needs to be entered on opening the Desktop Connector (<http://client.picturepark.com>). The login form with which you can log into the Desktop Connector is then loaded by clicking on go.

The desktop connector settings can be changed in the menu under *edit - settings*.

1. Selection of the directory in which downloads should be saved by default.
2. When this option is activated you can select an individual directory to save each download. Otherwise all files are automatically saved in the specified directory.

3.7 Conversion

Depending on a users [rights](#), each asset of the type image can be edited with the editor. The editor offers the most important editing functions in addition to the most important file information, as well as the possibility of saving the changed asset or importing it as a new asset. Single conversions can be saved as a template and made available to various users.

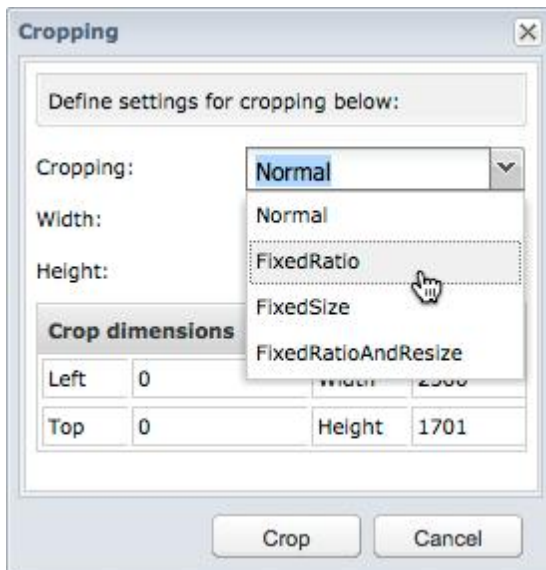
Editing

Images can be edited using various functions:

- 
1. Cropping the image (more information below)
 2. Resizing the image
 3. Rotate image to the left
 4. Rotate image to the right
 5. Flip image vertically
 6. Flip image horizontally
 7. Blur
 8. Sharpen
 9. Adjust brightness
 10. Adjust colour saturation
 11. Adjust contrast
 12. Reset all actions
 13. Undo last action(s)

Cropping an image

There are many different options available for cropping an image. For the current selection you can select the size of the selection as well as the distance to the top and left border under "Crop dimensions". The red border on the image marks the current selection and can be moved via drag & drop.



The following options are possible:

- Normal: Changing the selection without inputs by manually pulling on the corners
- FixedRatio: Specification of a ratio such as 1:3 for example (the selection is 3 times as wide as it is high)
- FixedSize: Specification of a fixed size
- FixedRatioAndResize: Specification of the desired size of the selection, which then also serves as a ratio, through which the selection can be enlarged and reduced, however the size of the output remains fixed.

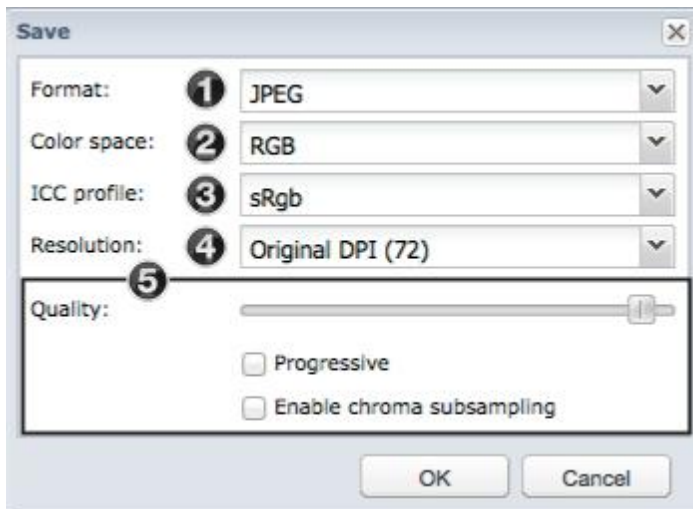
Conversion

Once you have finished editing your image you can select from the following actions:



1. Download the edited image
2. Create a new asset from the edited image
3. Update the current asset with the image

You can select from the following options for each of the above functions:



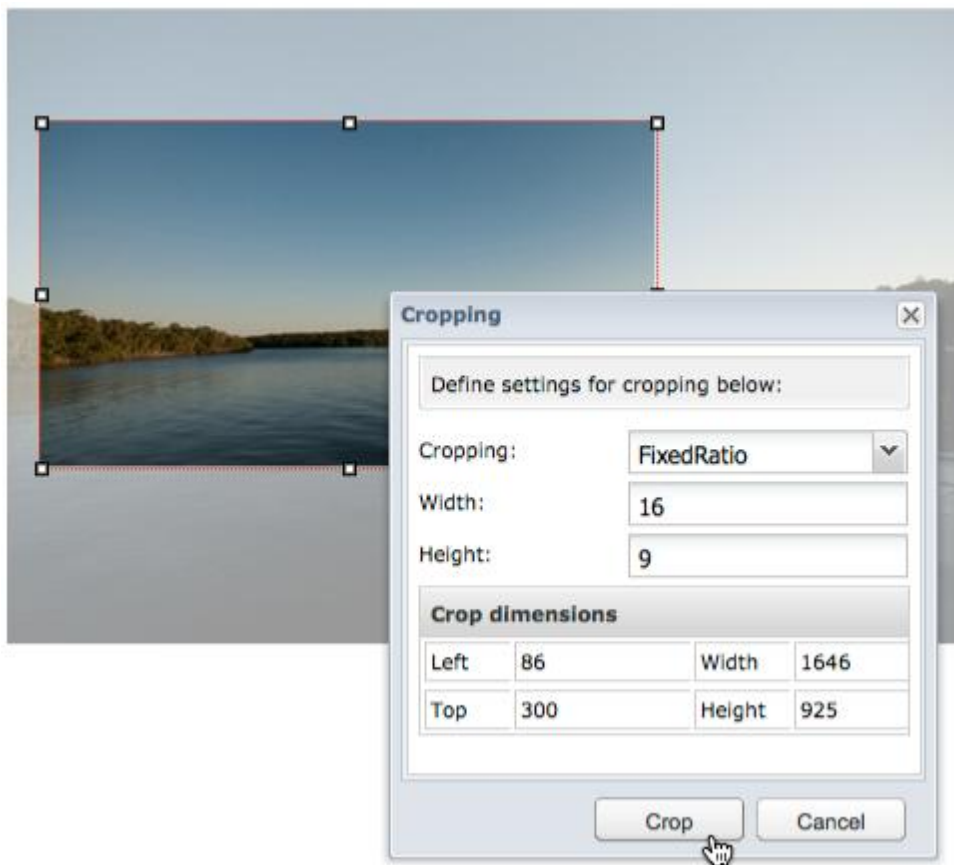
1. Selection of the file format
2. Selection of the color space
3. Selection of the color profile
4. Selection of the resolution
5. Further options, which are dependant on the selected format

Presets

Users can be given access to templates only instead of the full conversion functions.

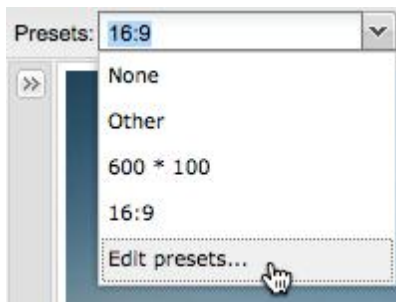
Use

You can find all the available presets in the preset dropdown. A red frame will appear, with which you can make your desired selection, as soon as a dropdown has been selected. The frame can be moved via drag & drop and the size can be changed with the help of the corner marks. A click on crop will crop the selected area.

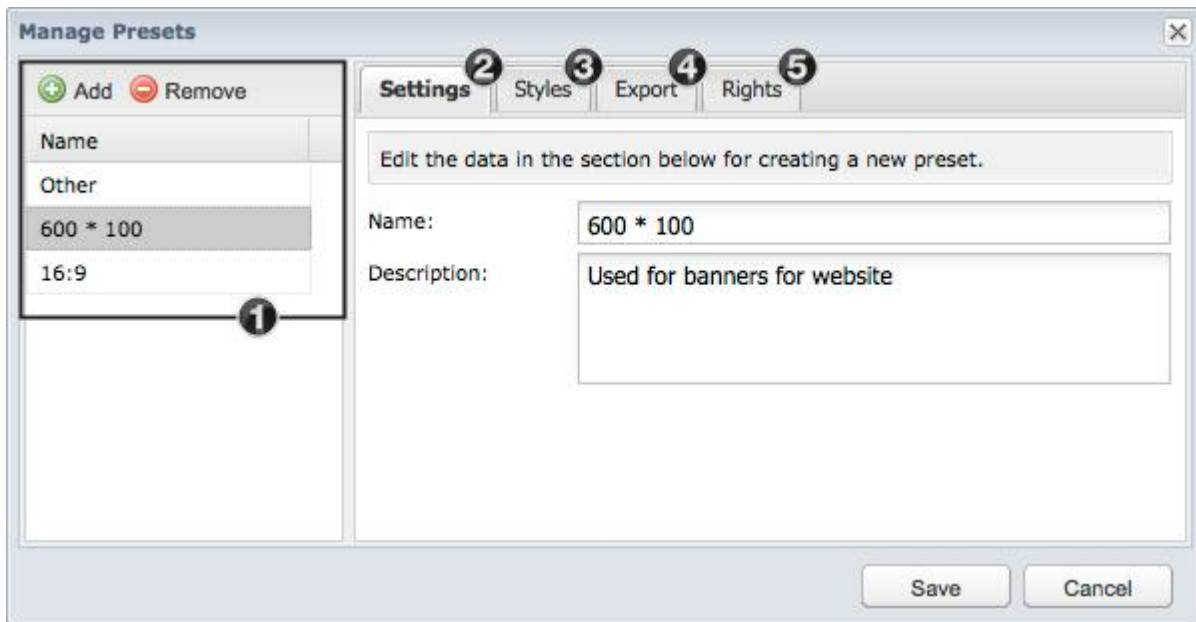


Management

If a user has rights to manage the presets, then he will see the *edit preset* menu item.



You can make various selections in the *Manage Presets* window:



1. Addition of new and deletion of current presets
2. Definition of the name and description of a template
3. Specification of the cropping style and corresponding values
4. If predefined export options should be defined then these can be defined here. If this option is not activated, then the user can define his own export options.
5. Definition of the rights for the current preset

4 Modules

The following modules can be additionally licensed:

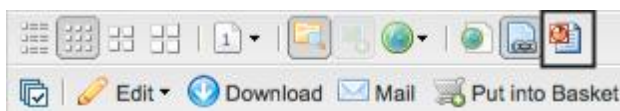
- [Slide Browser](#): Management, download and exchange of single slides
- Office Connector: Insertion of images from Picturepark directly into Microsoft Office
- [Creative Connector](#): Local access to Picturepark for example via InDesign or Photoshop for layouting or editing of assets. Check in/out, monitoring of changes, mass import etc.
- Business Cards: Generation of business cards with pre-defined company and adresse information and direct delivery of the template to the corresponding printer or responsible person.
- [Asset Classes](#): Management and correct application of classes for the assignment of specific metadata fields and values.

4.1 Slide Browser

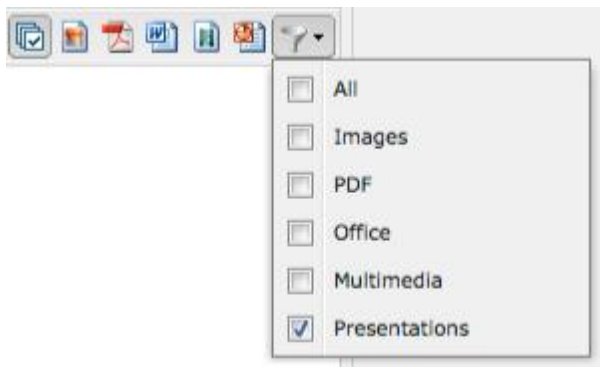
Single slides and presentations can be managed with the slide browser

Filter

All the slides can be activated/deactivated in the current view with the slide filter.

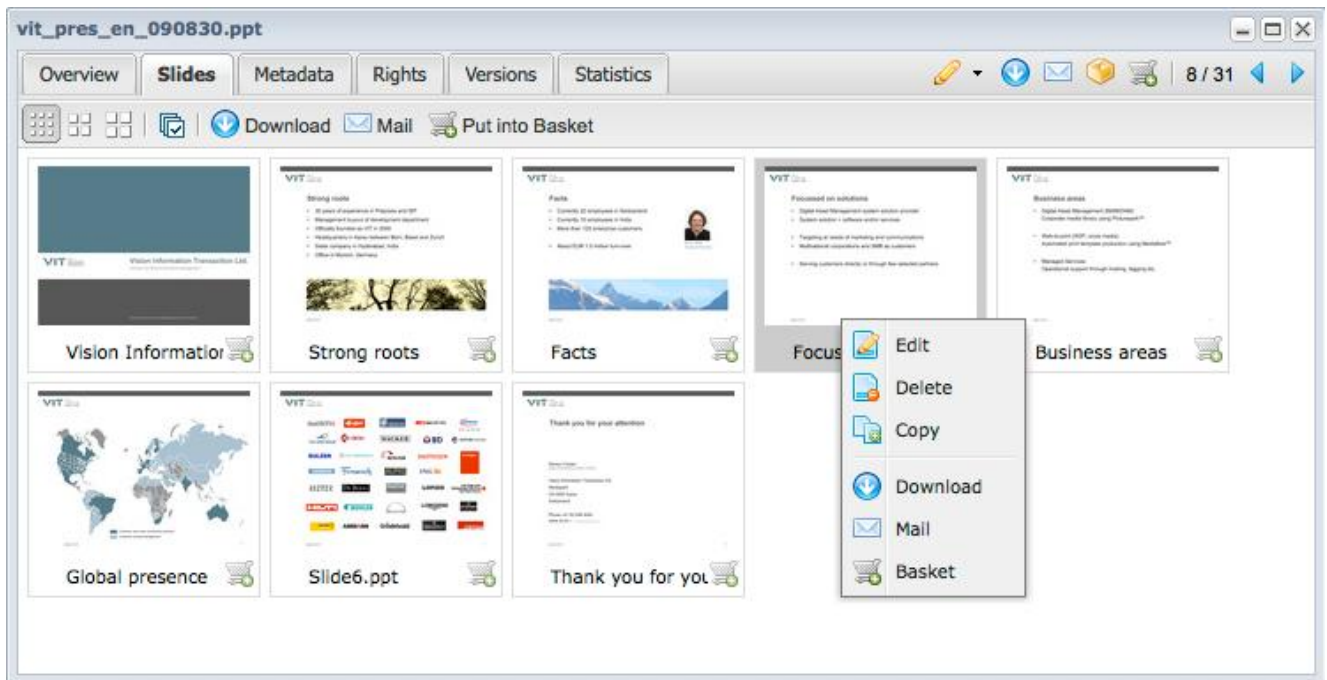


Using the file type filter you can filter for presentations in the current view. This filter also shows single slides.



Managing Slides and Presentations

All the single slides of a presentation are shown in the *Slides* tab. The single slides can be mailed or added to the basket from this view. Further options are available in the context menu.



Aktualisieren

All the slides will be overwritten if a presentation is [updated](#). If a single slide is update, then only that asset will be updated in Picturepark, the original presentation however, will remain the same.

Rights

The rights of a presentation are automatically inherited by its slides.

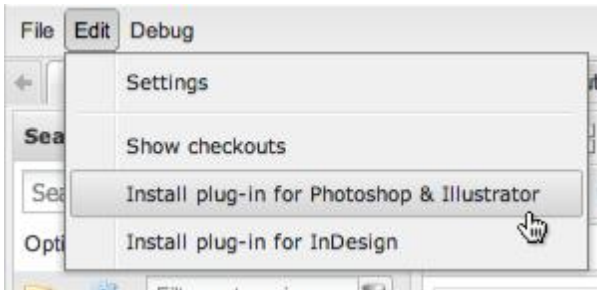
Merging

Single slides can be merged into a new presentation and downloaded. The desired slides should be added to the basket and then download. All slides with the same file extension will be merged into a new presentation.

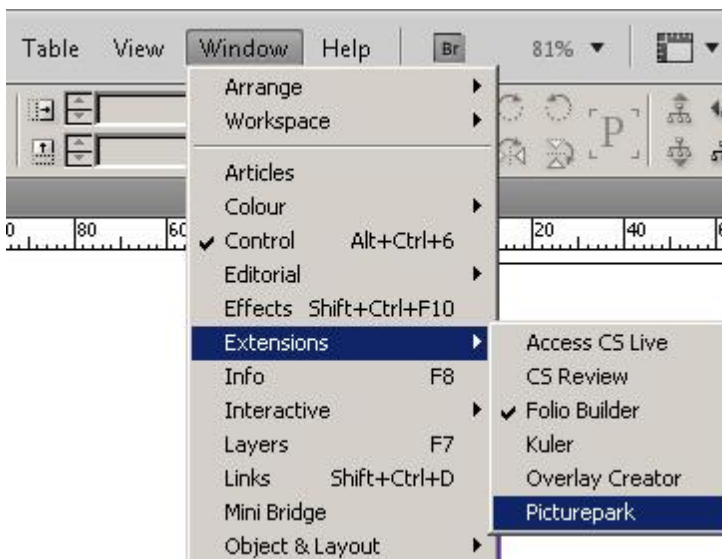
4.2 Creative Connector

The Creative Connector is an extension of the [Desktop Connector](#), which is available for every Picturepark. The installation, configuration and operation corresponds to that of the Desktop Connector. This section discusses the additional features of the Creative Connector.

The InDesign plugin is installed directly from the Creative Connector. The installation can be started with a click on *Install Adobe Creative Suite Plugin* under *Edit*. The extension manager from Adobe then opens, in which the installation is automatically carried out. The plugin is available in InDesign straight after the installation.



If the new panel for the plugin is not shown automatically, then it can be made visible under *Window - Extensions - Picturepark*.



Checkout Function

The Creative Connector offers the possibility of checking out assets and editing them locally. After editing the assets are checked in and are then automatically updated in Pictuepark. You can call the checkout function by right clicking on the asset in the browser. The file is then downloaded (for settings see [Desktop Connector](#)) and can then be edited.

A list of all assets that are checked out can be seen over *edit - checkouts*. Different actions can be carried out:





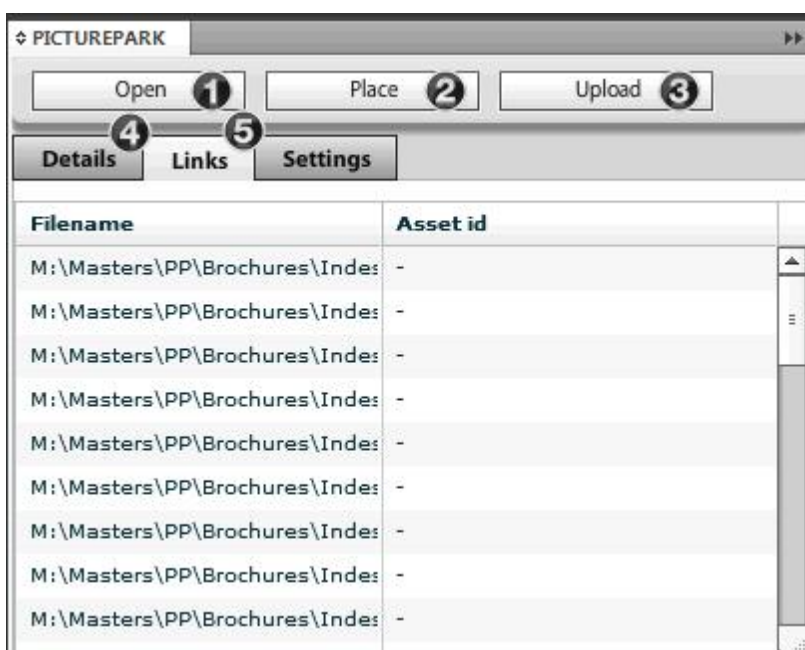
1. Import the selected files to Picturepark. You can select whether the existing asset in Picturepark should be updated or whether the asset should be imported as a new file.
2. Update the locally saved file
3. Cancel the block on the selected asset
4. You can check if a file has been changed in the list and whether an update in Picturepark is possible. In this column the status of the update is also shown, if this action was selected in 1.

InDesign Plugin

Important: In order to use the InDesign plugin the creative connector needs to be started first and must not be closed during use. The InDesign plugin is supported from InDesign CS5.



The plugin provides several ways to interact with Picture Park:



1. The opening of an InDesign file from Picturepark. On opening the file the save location is selected, in which all the data (InDesign file and corresponding links) are cached.
2. Placing of an asset from Picturepark into the open InDesign document.
3. Importing of a new InDesign file or a file opened from Picturepark. In the second case the old file in Picturepark is updated. If images are also placed that are not available in Picturepark, then these will also be imported and [mapped](#) directly to the preview of the InDesign file.
4. Details, e.g the currently selected image.
5. Either the path or the asset id for the current image are shown. If the asset id is shown then the image was added with the InDesign plugin. All the assets which are added to the document will be saved in the links folder in the selected location from 1.

Photoshop & Illustrator Plugin

Important: In order to use the Photoshop & Illustrator plugin the creative connector needs to be started first and must not be closed during use. The plugin is supported from Photoshop / Illustrator CS5.



1. Opening an image file from Picturepark. When you open a file the save location is selected.
2. Saving the opened file will overwrite the existing asset in Picturepark.
3. Importing the open file as a new asset.
4. Details for the open image.

4.3 Asset Classes

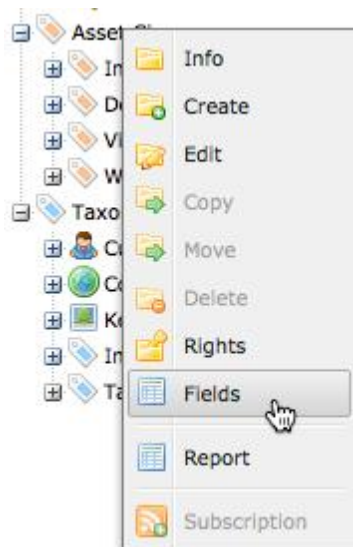
By the assigning of asset classes specific metadata fields and values can be added to assets. Classes are organised in their own structure above the category tree and are basically to be managed like [Categories](#) verwalten.

Tip

Please note that specific [Rights](#) must be given for the management of asset classes

Field Management

The field management for each class can be opened via the context menu.



Class field management

Asset Class ▾ Images ▾ Product 1

Please define which fields and default values apply to the selected class. Please use the class path above or the the class tree in the background window to select a class for editing.

2 3 4 5 6 7 8 9

Field	Inherited	Required	Readonly	Overwrite	Default value
Field group: Metadata\Basic					
Description	Asset Class\	☒	☐		[OriginalFileName]
Filename	Asset Class\	☒	☐		[OriginalFileName]
Id asset	Asset Class\	☐	☒		
Title	Asset Class\	☒	☐		[OriginalFileName]
Field group: Metadata\Class data					
Brand	-	☐	☐	☒	Picturepark (general)
Feature Notes	-	☐	☐		
Image tags	-	☐	☐		
Market segment	-	☐	☐		
Product Version	-	☐	☐		
Target	-	☐	☐		

Brand

Field information 10

DB field name: BrandDropDown

Data type: String

Required: -

Readonly: -

Default value

Assets with diverging values:

2 Edit 11

☒ Overwrite 12

Brand: Picturepark (general)

Save Close

1. You can switch between classes via the dropdown menus
2. Searching the fields
3. Addition or deletion of fields
4. By activating this option the fields which are assigned to classes above the selected class and are automatically inherited by the subclass are shown. Fields that are not inherited are shown in bold.
5. If a field is inherited from a super class, then the path to this superclass is shown here.
6. Fields that are marked as being mandatory must be filled out by users
7. Fields that are marked as "Read Only" cannot be edited by users
8. If a default value is overwritten and is no longer the same as the super class - then a tick appears here.
9. Shows the default value which is assigned to the assets in this class. If a default value is shown, a tick is shown in the "Overwritten" Column.
10. Information about the selected field.

11. Shows by how many assets, which are assigned to the selected class, the value of this field is not the same as the default value. By clicking on "Edit" you can edit the assets with deviating values in the [Batch Editor](#).
12. Overwrites the default value for the selected field

Tip

Default values can not be generated for every field type.

Tip

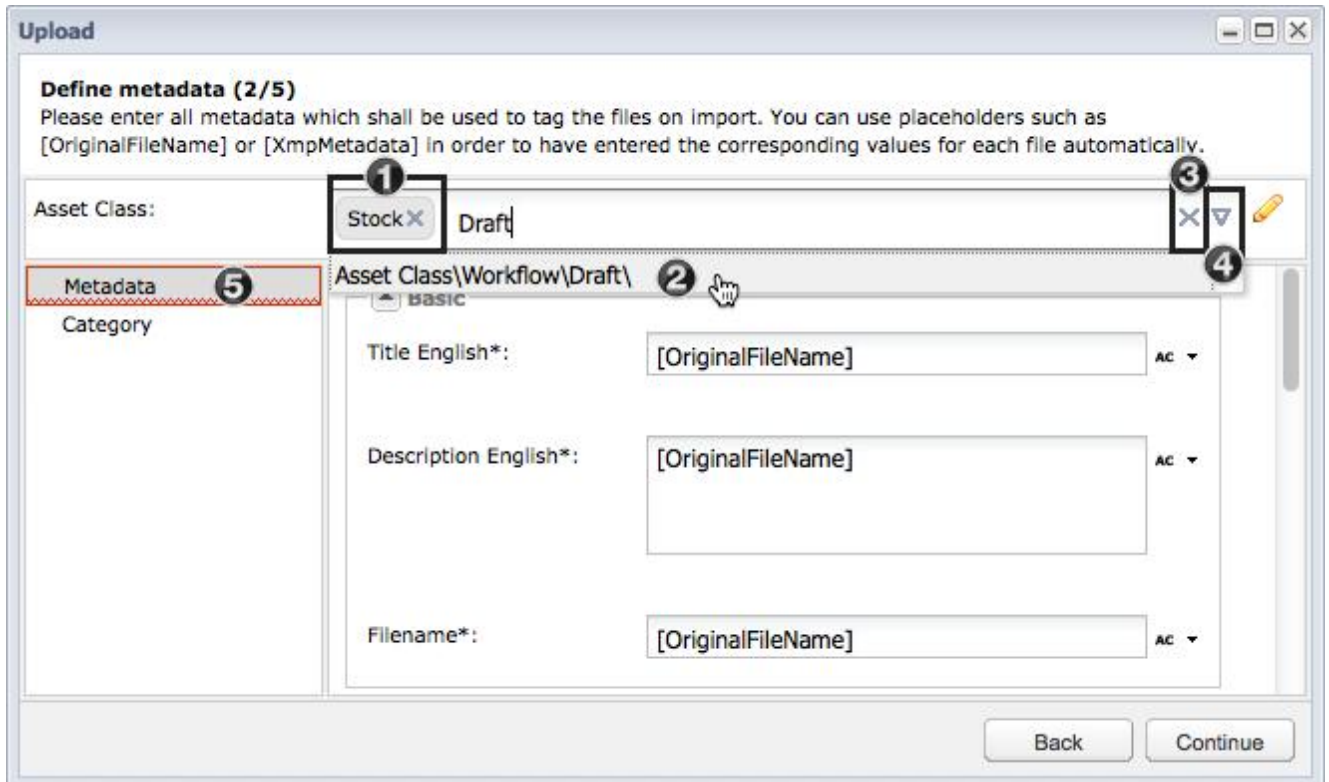
Only fields that already exist in the system can be added and removed via the field management. New fields are created in the Picturepark Management Console. If you have any questions please ask your Picturepark contact.

Assigning Classes

Classes can be assigned directly in the import or after the import. With the assignment of classes the corresponding fields are automatically assigned and if a default value exists then this will be assigned.

Import

After you have selected the assets you would like to import you come to 2. step in the import process. The asset classes can be assigned here. The field label can be different for each Picturepark, depending on the configuration.



Upload

Define metadata (2/5)
Please enter all metadata which shall be used to tag the files on import. You can use placeholders such as [OriginalFileName] or [XmpMetadata] in order to have entered the corresponding values for each file automatically.

Asset Class: 1 Stock 3 X 4 Draft

5 Metadata 2 Asset Class\Workflow\Draft\

Category

BASIC

Title English*: [OriginalFileName] AC ▾

Description English*: [OriginalFileName] AC ▾

Filename*: [OriginalFileName] AC ▾

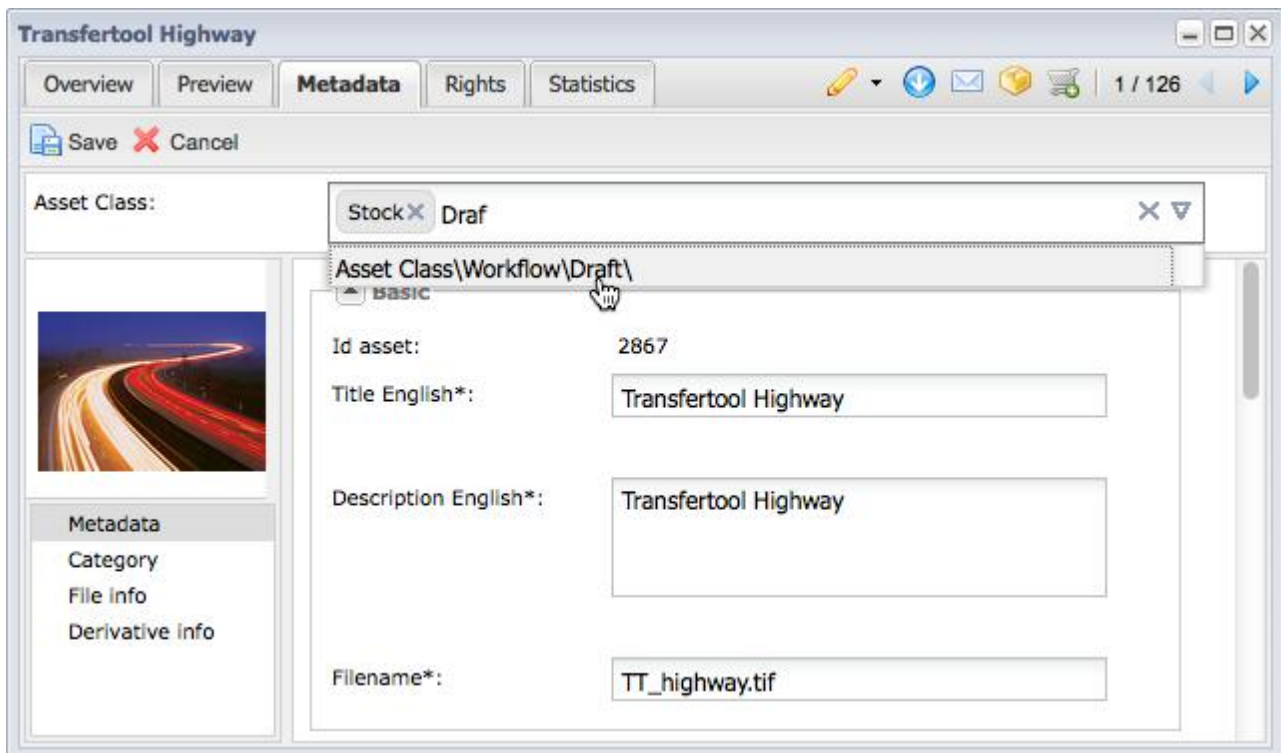
Back Continue

1. Already added classes appear as a box and can be removed via the "X" next to the class name.
2. Suggestions for the keywords entered are shown automatically and can be selected from the list.

3. You can remove the asset class assignments by clicking on the "X" on the right border of the field.
4. By clicking on the arrow the window for the selection of more than one asset as a time can be opened.
5. If new metadata fields are added by a class that are marked as being mandatory, then these will be shown in the corresponding panel in which these fields appear. The panel will then be marked red.

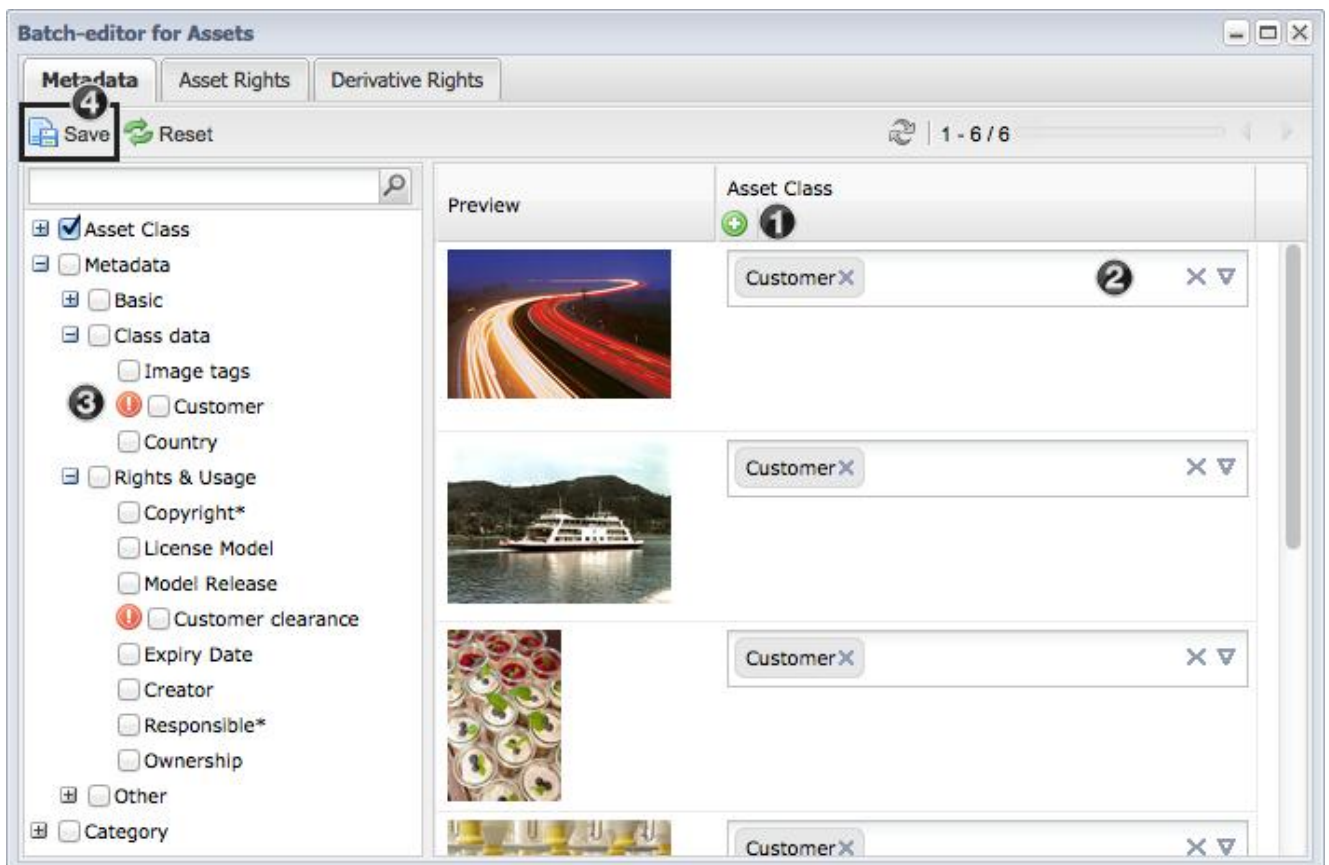
Single Edit

Class assignments for single assets can be made in their detailed view in the "Metadata" area. You can select assets in the area at the top, the assignment behaviour is the same as for the import.



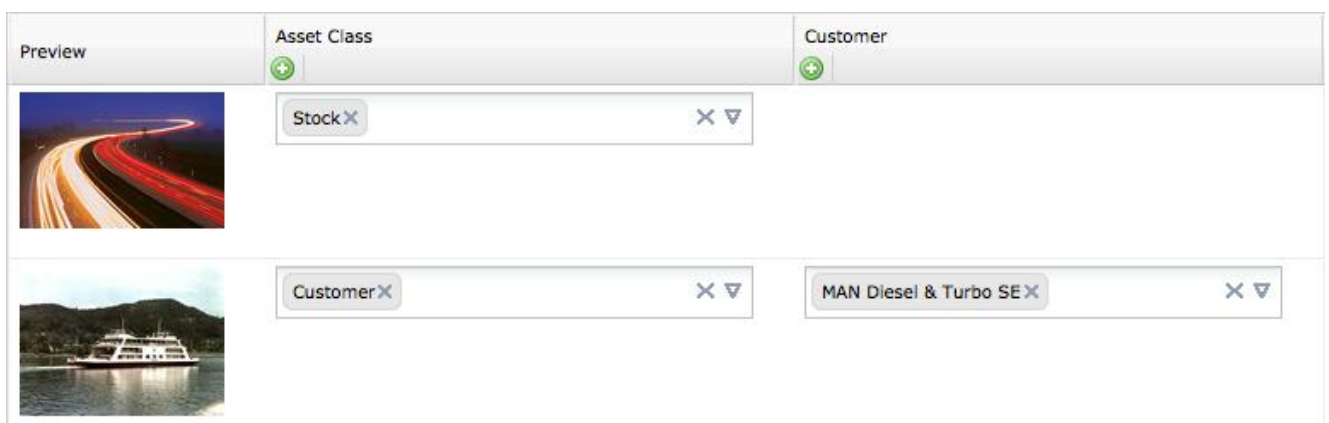
Batch Edit

Class assignments for multiple assets can be changed at the same time using the batch editor.



1. By clicking on the plus icon a field opens in which new class assignments can be added, which are then used for all the assets in the batch editor.
2. Assignments can also be changed on the individual asset.
3. If the assignment of an asset means that there are new mandatory fields, then these are shown in the list in the left hand area with an exclamation mark. In order to finish your editing you will need to have filled out all the mandatory fields for the selected assets.
4. You will need to save the changes for these to be taken over.

Depending on the asset class assignment, a field may or may not be available for the asset.

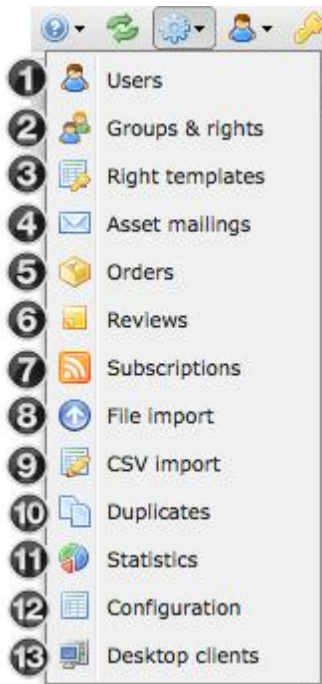


Tip

When removing a class, the class specific fields are also removed and the filled out values of these fields are lost. .

5 System Administration

The system administration function can be called via the administration menu:



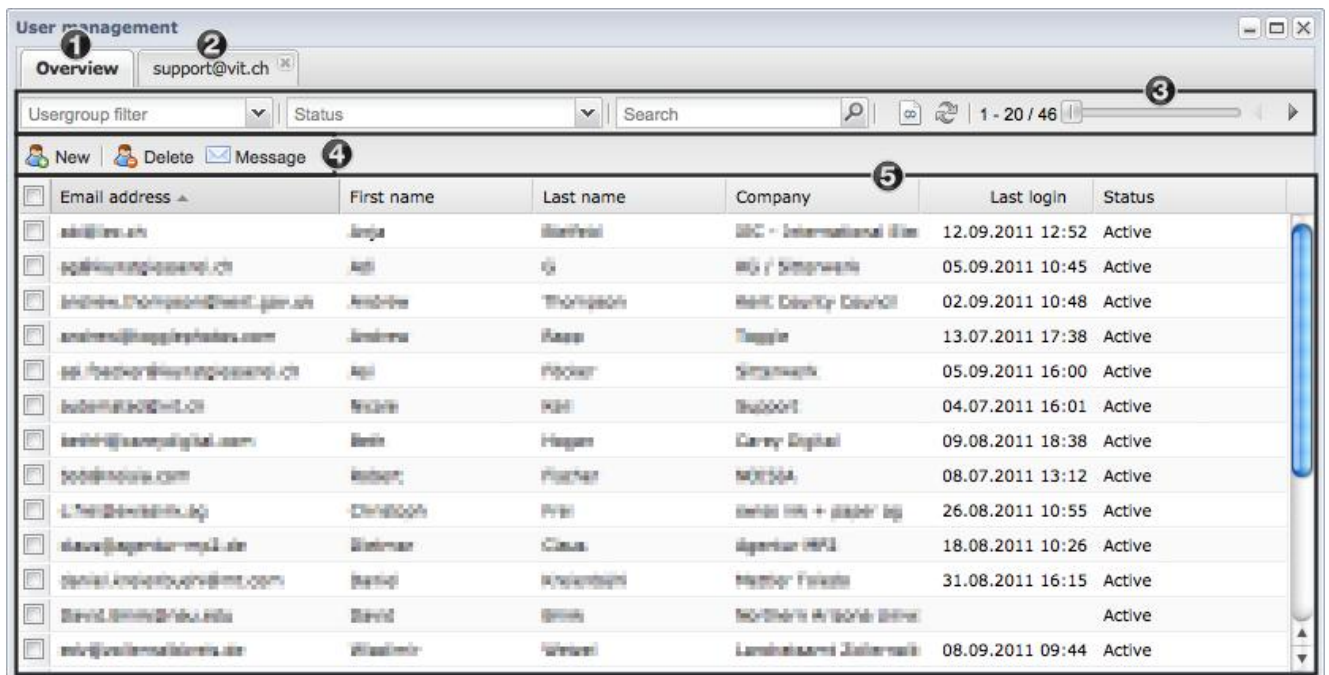
1. [Users](#): Management of all the users in the system
2. [Group & rights](#): Management of user groups and their rights
3. [Rights templates](#): Management of templates for asset, category and derivative rights
4. [Asset mailings](#): Management of all sent mailings
5. [Orders](#): Management of all orders received
6. [Reviews](#): Management of all reviews
7. [Subscriptions](#): Management of all subscriptions
8. [File import](#): Import of new assets via FTP
9. [CSV import](#): Importing of metadata for selected assets and new users
10. [Duplicates](#): Finding of assets with the same properties
11. [Statistics](#): Global statistics on the usage of Picturepark
12. [Configuration](#): The definition of different options. For example who should receive notifications for registrations and orders.
13. [Desktop clients](#): Download of all available desktop applications

5.1 User Management

In the user management new users can be created and existing users can be managed. To give [rights](#) to a user, they need to be assigned to one or more user groups.

User Management Window

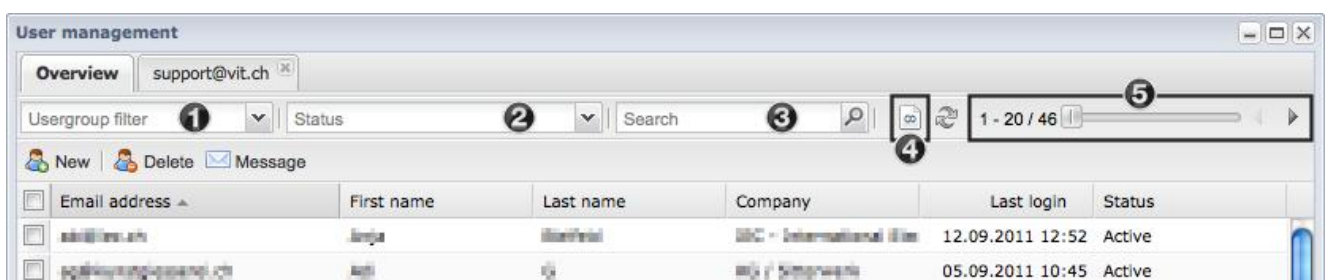
A new window is opened when you click on user management in the administration menu.



1. Overview of all users
2. If a user is opened an additional tab with the email address of the user appears
3. Options to filter the user list view
4. Menu for the creation of new and deletion of existing users as well as for the sending of messages to users. The functions work on the users that are selected with the help of the checkboxes.
5. User list with the most important data

Filter the View

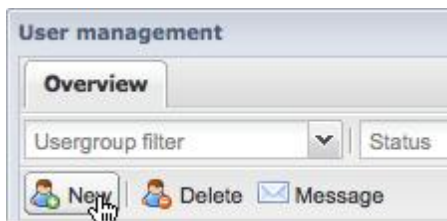
The list of displayed assets can be filtered using different options.



1. Filtering the view for a selected user group
2. Filtering the view for a selected user status
3. Search field for searching through the list with keywords
4. If this button is activated, then all the filtered users are shown and not divided into pages with 20 users each
5. Navigation through the pages of the user list
6. With a click on the column title the list is either sorted ascending or descending for the selected field

Editing Users

New users can be created using the *new* button in the user overview.



Existing users can be opened for editing via double click on the corresponding user.

User management

Overview **support@vit.ch**

Profile Journal

Save Delete **1** Password **2** Message **3** Approve Reject **4**

Personal data

Email address*: **5** support@vit.ch

First name*: Support

Last name*: VIT

Telephone: 062 836 40 40

Company*: Vision Information Transaction AG

Department: Support

Street:

Address 2:

Country*: Switzerland

Zip*: 5000

City*: Aarau

Settings

Language: English

Allow update: ☒ **6**

Login only with security token: ☐

Expiration date: **7**

Lock date:

Renewal until:

States **8**

Active

Registration state: Approved

Renewal state: Approved

User groups **9**

☐ Administrator

☐ Agency

☐ Editors

☐ User

☒ VIT Superusers

1. Change the password of the user
2. Send a message to the user
3. Approve or reject the current user
4. Browse to the previous or next user
5. Mandatory fields are marked with an asterisk and must be filled

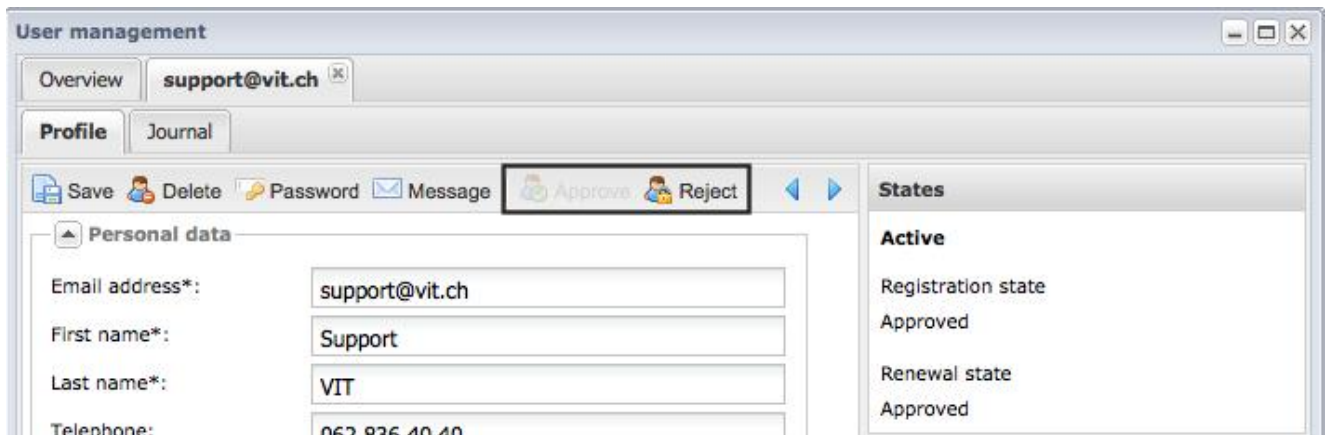
6. This function allows a user to edit his own profile
7. Indication of expiration, lock and renewal dates. If an expiration date is set then the user can no longer log in after the given date. To reapprove a user the lock date needs to be deleted and the user must be saved again.
8. Information regarding the user status (see *user status* below).
9. Assigning of user groups - multiple assignments are possible

User Status

Users can be filtered in user management with the help of the user status. We differentiate between the following status:

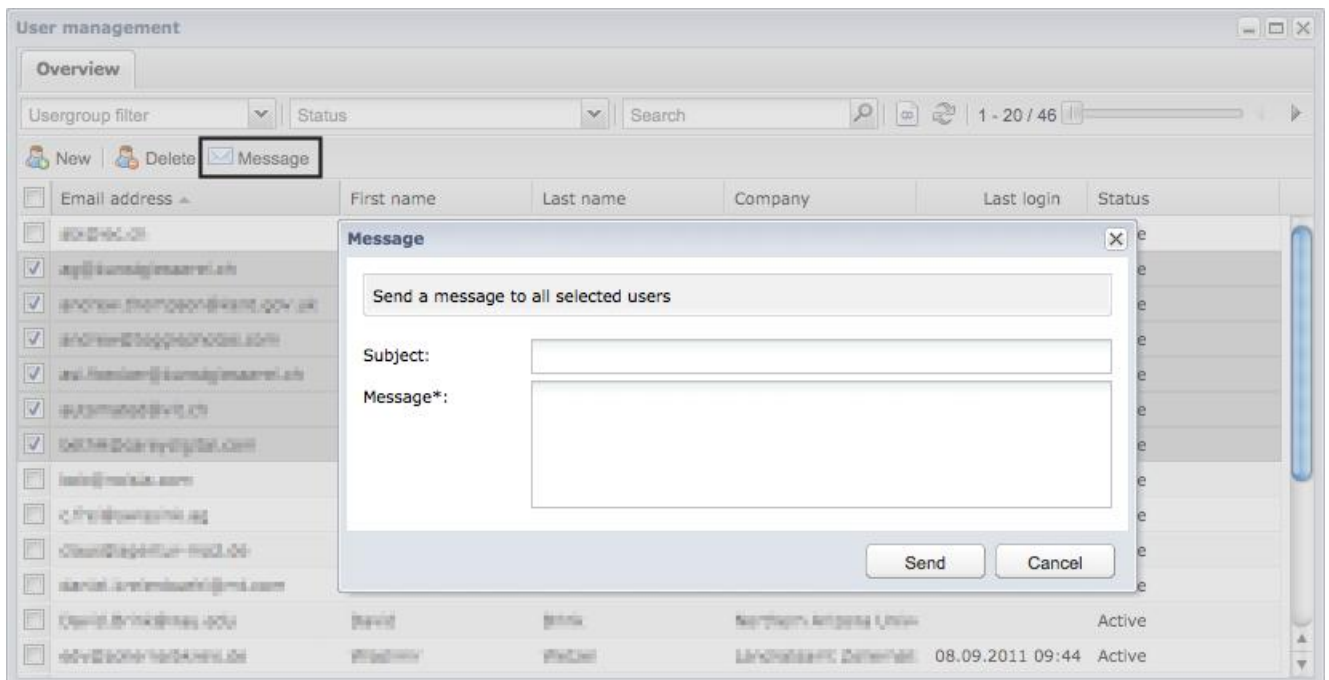
- **Active:** all users which can actively log into the system.
- **Waiting for email identification:** All users who have registered, but have not yet confirmed their registration by clicking on the link in the email confirmation they would have received. After confirmation by the user the status changes *waiting for confirmation by admin* or *waiting for confirmation by contact*.
- **Waiting for confirmation by admin:** All users who have already confirmed their registration by clicking on the link in the email but have not as yet been approved by the administrator
- **Waiting for confirmation by contact:** This status only applies to Pictureparks, that have a registration workflow in which an internal contact where the internal contact has to approve the user first, before an admin approval is required.
- **Registration rejected by admin:** All users, whose registration has been rejected by the administrator.
- **Renewal rejected by admin:** All users, whose renewal has been rejected by the admin.
- **Registration rejected by contact:** All users, whose registration has been rejected by the internal contact.
- **Renewal rejected by contact:** All users, whose renewal was rejected by the internal contact.
- **Renewal expired:** The user has not renewed themselves within the allotted time.
- **Waiting for renewal by admin:** All users which are waiting for their account to be renewed by the administrator.
- **Waiting for renewal by contact:** All users which are waiting for their account to be renewed by the contact.
- **Locked:** The user was locked, because the number of incorrect password attempts has been exceeded during login.
- **Expired:** The user account has reached the expiration date that was set in the profile. To reactivate the user the expiry date needs to be deleted.

The administrator and/or internal contact need to approve users that have registered in Picturepark to allow them access Picturepark.

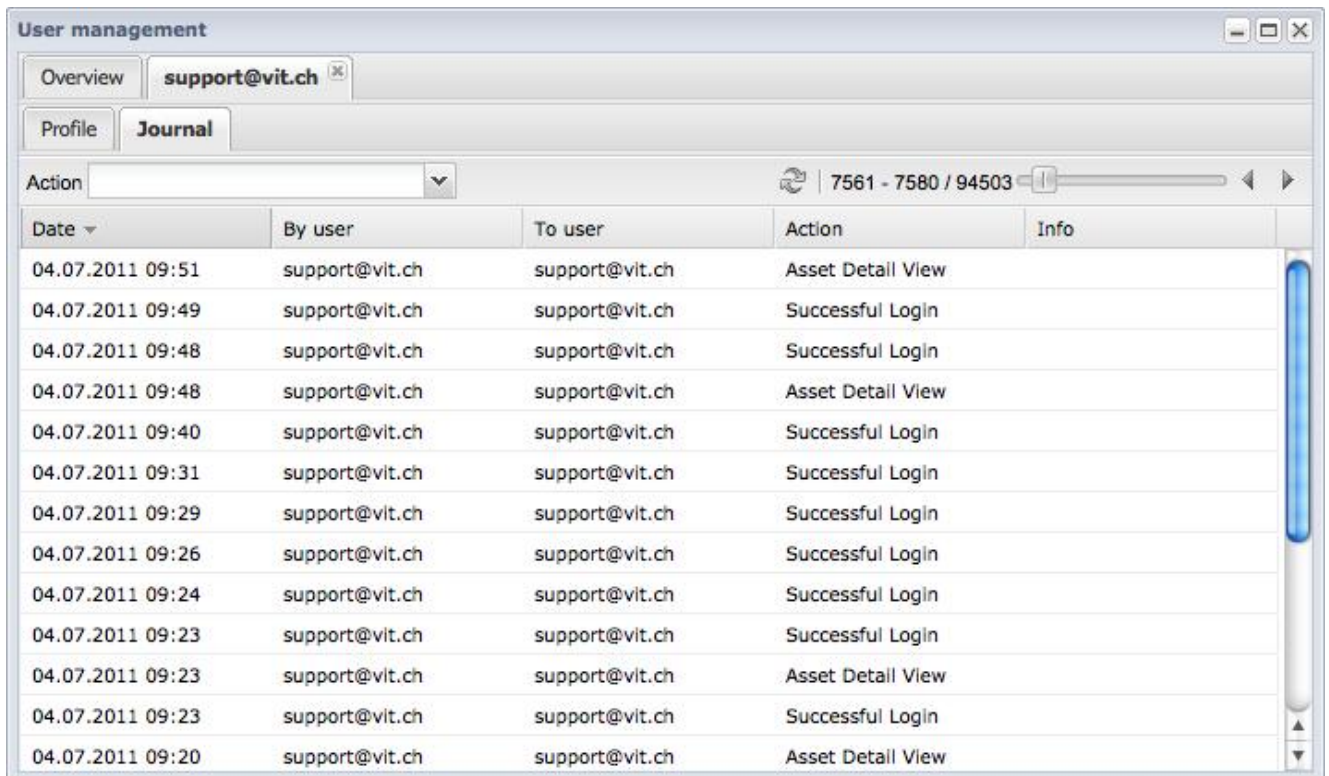


Sending Messages to Users

If required a message can be sent to all or selected users. You can send a message to all the selected users in the list by clicking on the *message* button in the overview.

 **User Journal**

You can see which actions a user has carried out in their journal. Successful logins, deletion of assets or viewing of assets are captured in this way for example. The list can be filtered for a desired action.



Date	By user	To user	Action	Info
04.07.2011 09:51	support@vit.ch	support@vit.ch	Asset Detail View	
04.07.2011 09:49	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:48	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:48	support@vit.ch	support@vit.ch	Asset Detail View	
04.07.2011 09:40	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:31	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:29	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:26	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:24	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:23	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:23	support@vit.ch	support@vit.ch	Asset Detail View	
04.07.2011 09:23	support@vit.ch	support@vit.ch	Successful Login	
04.07.2011 09:20	support@vit.ch	support@vit.ch	Asset Detail View	

5.2 Rights Management

The rights in Picturepark are defined at various points and allow for individual customisation to your rights requirements. We distinguish between:

User Rights

In Picturepark rights are not given directly to users, but to individual user groups. A user is granted rights by adding them to one or more user groups.

The user group rights are divided into the following areas:

- User group rights: Rights to other user groups and their users
- Derivative rights: Rights to order individual derivatives
- User rights: Rights of the user to administrative functions, the importing and editing of assets, orders and other functions.
- Field rights: Rights on metadata fields, whereby we distinguish between view and edit rights

[More...](#)

Asset Rights

The asset rights are assigned directly to an asset with the help of templates. They apply to the viewing and editing of the assets and the assigned rights.

Which usergroups can see, assign and also edit which rights templates can be defined.

The asset rights are assigned to new assets on import and can be changed at a later date.

[More...](#)

Category Rights

The category rights are assigned directly on the category with the help of templates. They refer to the viewing and editing of categories and the assigned category rights.

It can be defined which user groups have access and can assign and also edit which rights template.

[More...](#)

Tip

Unlike older versions of Picturepark, from Picturepark 8 category rights only control the rights of their contents in a limited way. Assets have their own rights templates.

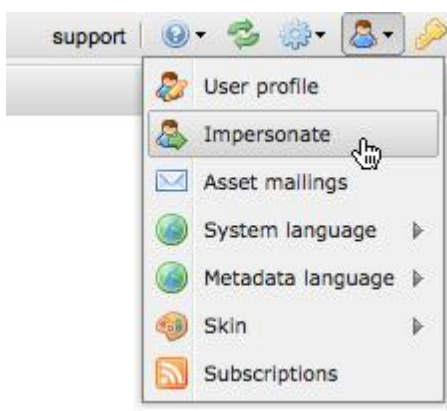
Derivative Rights

The derivative rights are assigned directly to the asset with the help of templates. They relate to the viewing of the derivatives of different file types. It can be defined which user group can see, assign and also edit which rights template. Derivative rights are assigned on importing new assets and can be changed at a later date.

[More...](#)

Impersonate

The rights of a user group or a specific user can easily and conveniently be checked by impersonating. On impersonating you temporarily change to another user group or user and user Picturepark with the rights assigned to this user group / user. The impersonate function can be called in the user menu under *impersonate*.



After selecting a user or user group, they will appear on the top right in the menu area (for groups you will see "impersonated groups"). To deactivate the function you only need to click on the name of the user or on "impersonated groups":



 Tip

The saved searches and baskets of the original user are shown during an impersonation.

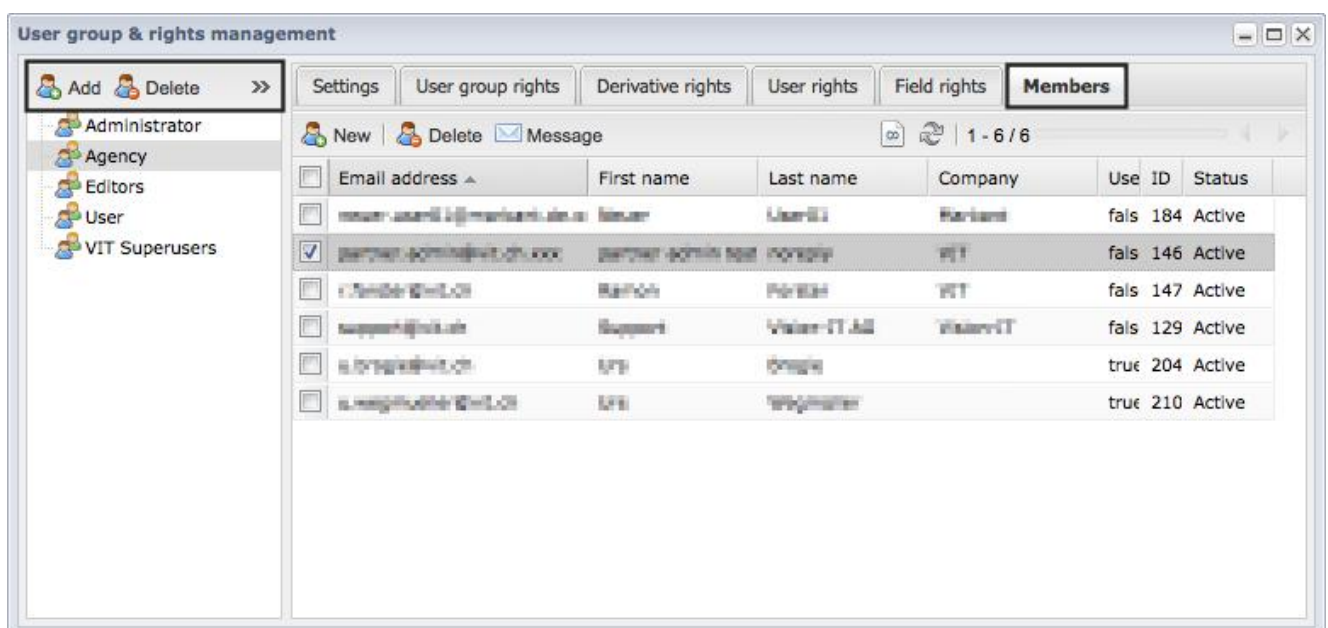
5.2.1 Groups and Rights

The management of the user groups and their assigned rights takes place in the *user groups & rights management* which can be accessed in the administration menu.

Managing User Groups

The management of the user groups takes place using the menu in the left hand side of the window. Using the arrow you can call the copy function, with which a user group complete with all its settings (except for the assigned members) can be copied.

A list of all the users that are assigned to the selected user group is shown in the *members* tab. The user information can be viewed and changed by double clicking on a user.



Email address	First name	Last name	Company	Use ID	Status
☐ meyer.uss@il.li@mariank.de.us	Meyer	User-11	Marland	false 184	Active
☒ partner.admin@vit.ch.coo	partner admin	test	nonstop	false 146	Active
☐ r.fischer@vit.ch	Rafael	Porter	VIT	false 147	Active
☐ support@vit.ch	Support	Vision-IT AG	Vision-IT	false 129	Active
☐ a.fornagel@vit.ch	Alex	Fornagel		true 204	Active
☐ a.fornagel@vit.ch	Alex	Fornagel		true 210	Active

Default User Groups

A standard user group can be set under *settings*. Every new user that is registered is automatically assigned to this user group. Fast access to Picturepark is guaranteed in this way. The administrator can then still make any necessary adjustments in order to add the new user to any other groups they require.

Settings

Save X Cancel

User group name

English:

German:

French:

Settings

☐ Default Group: Every new user is automatically assigned to this group

User Group Rights

The user group rights refer to the rights of the selected user groups to other user groups and the users assigned to them.

User group & rights management

Settings **User group rights** Derivative rights User rights Field rights Members

Save

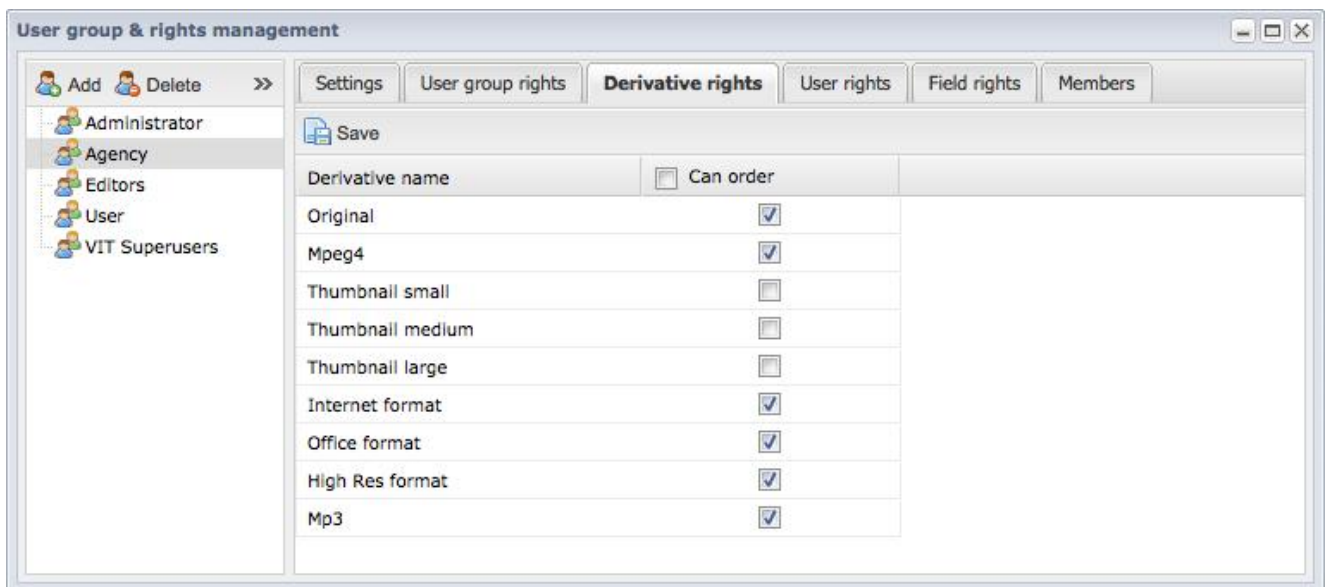
Group	☐ View users	☐ Edit group	☐ Delete group	☐ View group rights	☐ Edit group
Administrator	☒	☐	☐	☒	☐
Agency	☒	☐	☐	☒	☐
Editors	☒	☐	☐	☒	☐
User	☐	☐	☐	☐	☐
VIT Superusers	☐	☐	☐	☐	☐

- **View users:** Allows the selected user group to see the users of the corresponding user group. The users are listed in the metadata field "responsible" or in the user management for example.
- **Edit group:** Allows the selected user group to edit the user group.
- **Delete group:** Allows the selected user group to delete the user group.
- **View group rights:** Allows the selected user group to see the rights of the user group.
- **Edit group rights:** Allows the selected user group to see the rights of the user group.
- **Assign users:** Allows the selected user group to assign users.
- **Manage users:** Allows the selected user group to edit the users of the corresponding group.

- **Impersonate users:** Allows the selected user group to impersonate with one of the users assigned to the user group.
- **Impersonate groups:** Allows the selected user group to impersonate the group.

Derivative Rights

You can define which derivatives are allowed to be ordered by the selected group in derivative rights.

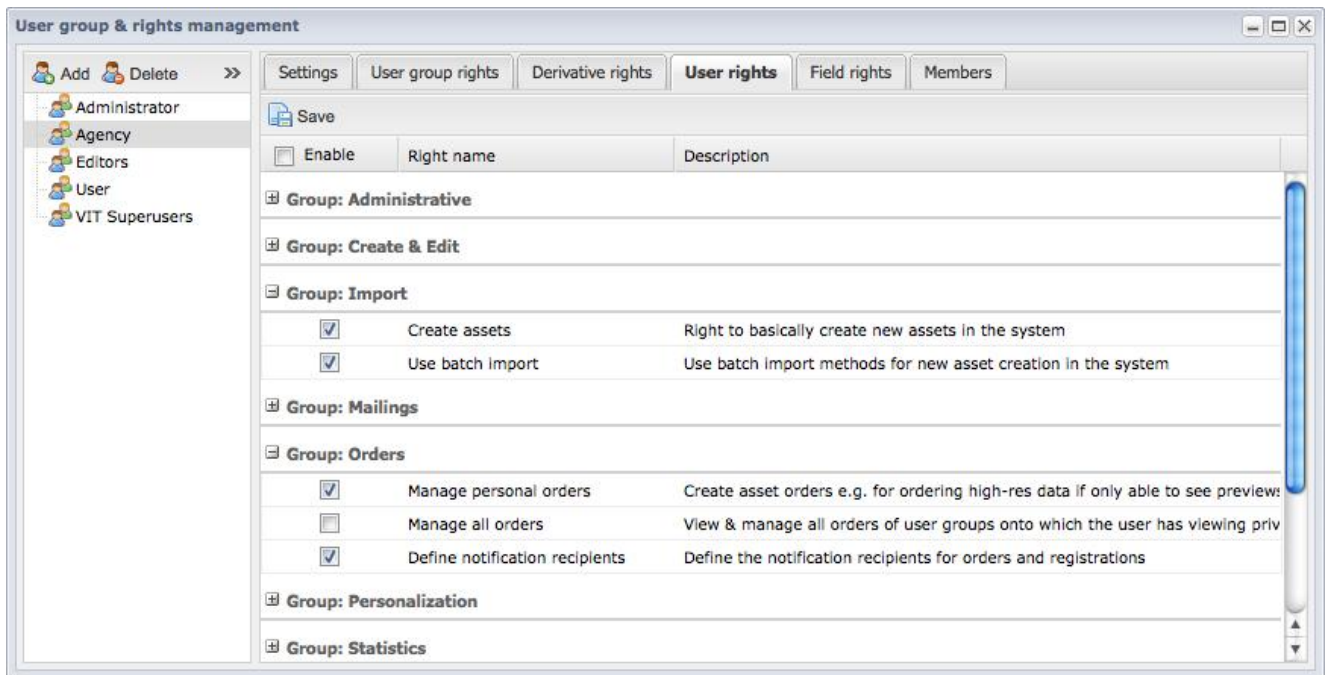


User Rights

The user rights control the availability of functions to which a user group has access. The user rights are divided into different groups:

- **Administration:** functions which concern the configuration of Picturepark. The configuration is mainly done via the Picturepark Management Console
- **Asset Conversion:** Rights for the use of asset conversion and the management of presets
- **Orders:** Rights with regard to personal and global orders as well as configuration of the administrator for orders
- **Dashboard:** Rights for accessing and managing the Dashboard
- **Create & edit:** Rights for the creation of user groups and the assigning of rights, which differ from the defined rights templates
- **Import:** Rights for the creation of assets with a browser or batch import
- **Mailings:** Rights regarding personal and global asset mailings as well as reviews
- **Personalization:** Rights to MyAssets
- **Statistics:** Rights to the global statistics and statistic exports

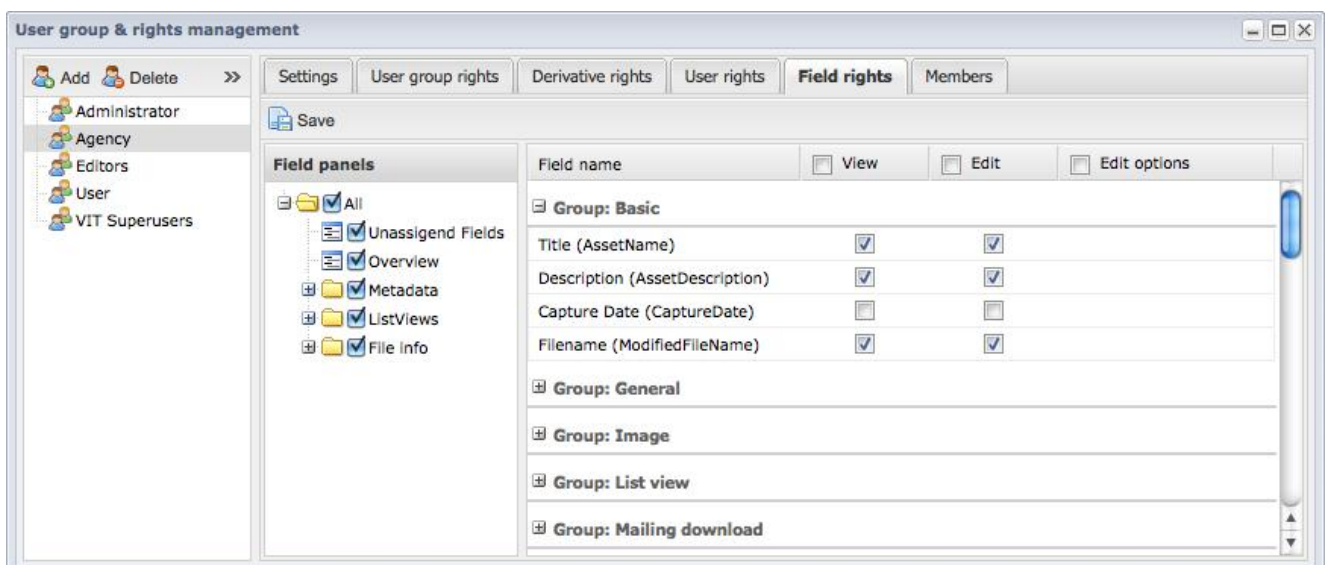
All the rights can be de / activated by clicking on the checkbox next to *enable*.



Field Rights

The access of the selected user group on the available metadata fields can be defined in the field rights. We distinguish between three rights:

- View: The field and the value in it is shown, but cannot be edited. If the field does not have any data entered, then it will not be shown.
- Edit: The field is shown with its value and can be edited
- Edit options: The available options for the field (dropdown list, radio buttons) can be edited



5.2.2 Rights Templates

Rights templates are a series of pre-defined user group / rights combinations and are available for category, asset and derivative rights. They simplify the rights management and prevent a rapidly growing number of the most

different rights combinations.

Asset and derivative rights are assigned directly on [import](#) and can later be changed via [single](#) or [batch edit](#).

Category rights can be assigned on creating the category in the [rights area](#) of the category.

Tip: If a user group has the *edit rights without templates* right (see *creating and editing* in [user rights](#)), then this user can edit rights templates. If a template is edited and propagated in the rights template management (see *managing*) then all the changes are overwritten.

Save | Template: Public for all | [Unlock rights](#) | [Extended rights](#)

User groups	View	Edit	Rights	Statistics
	☐ All	☐ All	☐ All	☐ All
Administrator	☒	☒	☒	☒
Agency	☒	☐	☐	☐
Editors	☒	☒	☒	☒
User	☒	☐	☐	☐
VIT Superusers	☒	☒	☒	☒

Managing

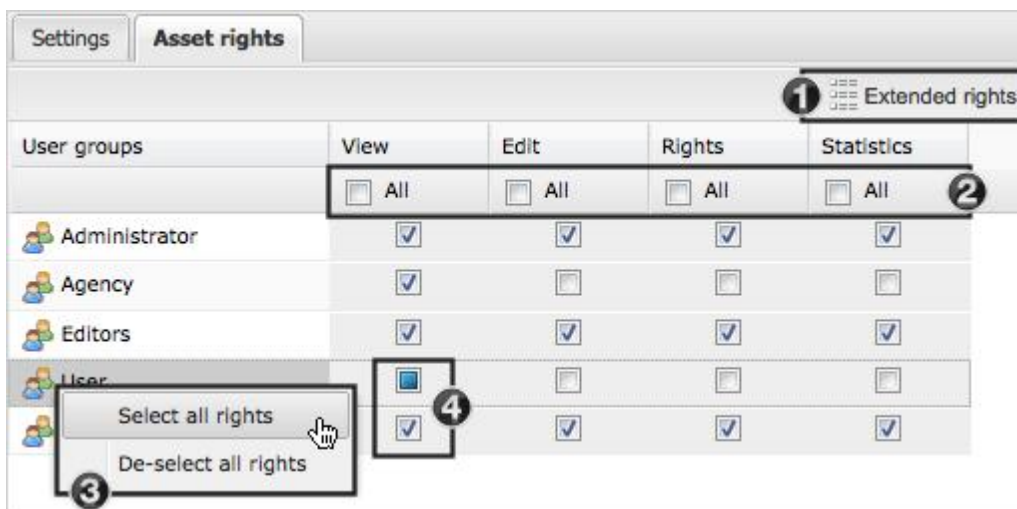
The rights for the asset, category and derivative rights can be managed in the rights template manager.

User groups	Apply	Edit
Administrator	☒	☒
Agency	☐	☐
Editors	☒	☐
User	☐	☐
VIT Superusers	☒	☒

1. This function is used for migration purposes and should only be used by VIT.

2. Menu for the addition of new and deletion or copying of existing templates. The copy function can be called by clicking on the arrow.

3. **Important:** Changes to the template are only taken over on new assignments - saving the template is not enough. Already assigned templates can be updated with the help of the propagate button.
4. The standard template is always displayed on the top of the selection list of rights templates and is automatically selected. There can be more than one default template, as not every user group has rights to every rights template. If a user group has more than one standard template assigned then the top template in the list in the rights management is used as the standard template
5. Which user groups can view and assign the selected template can be controlled with access rights. If the edit option is activated, then the template can be adjusted for individual assets, categories or derivatives. The rights can be adjusted in second tab of the selected rights template.



1. If this function is activated, then the sub rights of each right are shown. For example the edit right is divided into edit, edit metadata, delete etc
2. The selected rights can be de / activated for all user groups with the help of this checkbox
3. By right clicking on a user group from the context menu function de / activated all rights for this user group can be called.
4. If only some and not all the sub rights are filled out (see 1) then the checkbox is filled out. A tick in the checkbox shows that all the rights are activated.

Asset Rights

Asset rights determine which user groups have the rights to see, edit or assign rights to an asset as well as see the statistics. To show all the rights the button *extended rights* can be activated. A tooltip appears with detailed information to the corresponding right on mouseover.

Settings Asset rights				
User groups	View ¹	Edit ²	Rights ³	Statistics ⁴
	☐ All	☐ All	☐ All	☐ All
Administrator	☒	☒	☒	☒
Agency	☒	☐	☐	☐
Editors	☒	☒	☒	☒
User	☒	☐	☐	☐
VIT Superusers	☒	☒	☒	☒

1. Rights to see an asset and its metadata, category assignments and versions
2. Rights to edit metadata, previews, categories and versions, as well as for deleting and updating an asset
3. Rights to see and edit asset and derivative rights
4. Rights to the statistics and journal of an asset

Category Rights

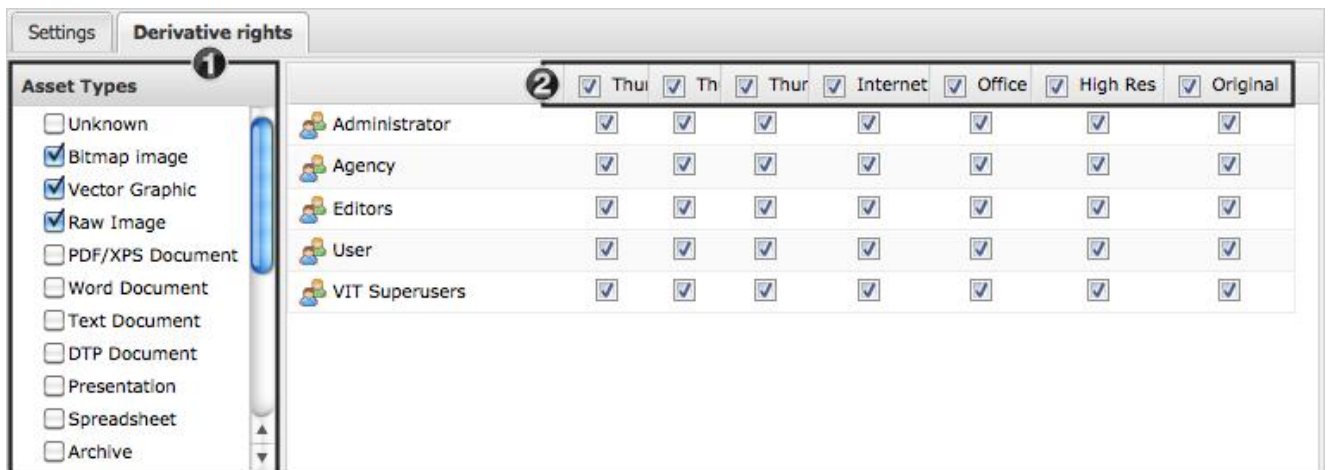
The category rights refer to the viewing and editing of the categories and their assigned asset rights. To show all the rights you can activate the *extended rights* checkbox. A tooltip appears which gives you more detailed information to the corresponding right on mouseover.

Settings Category rights Assignments ⁴				
User groups	View ¹	Edit ²	Rights ³	
	☐ All	☐ All	☐ All	
Administrator	☒	☒	☒	
Agency	☒	☒	☒	
Editors	☒	☒	☒	
User	☐	☐	☐	
VIT Superusers	☒	☒	☒	

1. Rights to see a category and its contents
2. Rights to edit, delete and move a category, as well as assign assets to the corresponding category
3. Rights to see and edit the assigned asset rights
4. All the categories that have been assigned the selected rights templates are shown under *Assignments*.

Derivative Rights

The derivative rights refer to the viewing of derivatives of different file types. Each template can be assigned a selection of asset types. The template will only be available if the asset is one of the assigned asset types.



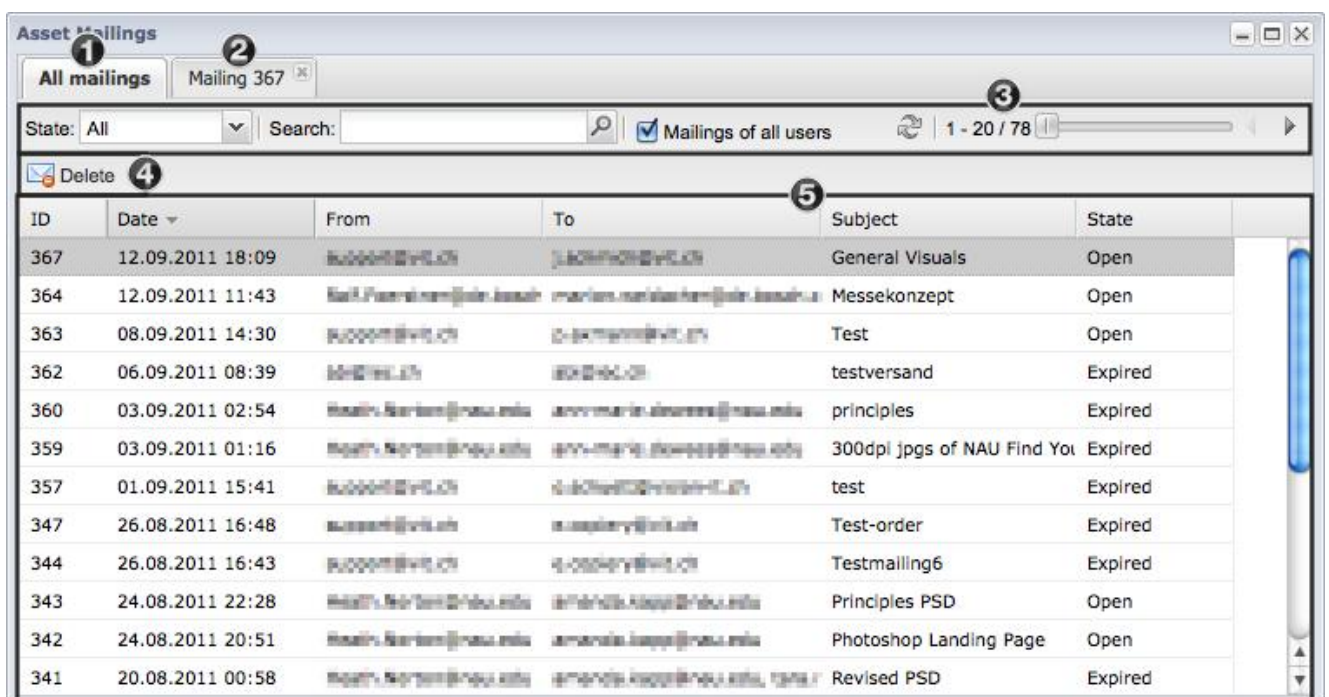
1. List of all available asset types. Important: Only asset types that have the same derivatives (e.g. bitmap and vector graphic) can be used together in the same template
2. Selection of all the available derivatives of the selected asset types

5.3 Managing Mailings

Administrators can manage the mailings of all users. In the mailing manager all the information, for example the state, recipient or number of downloads of an asset from a mailing can be seen.

Mailing Manager Window

A new window opens on calling the mailing manager from the administrator or user menu.

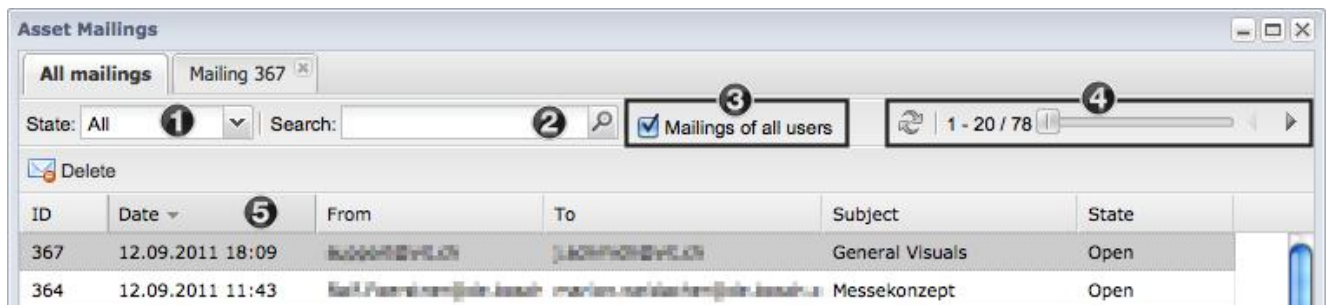


1. Overview of all mailings
2. An additional tab with the id of the mailing appears when a mailing is opened

3. Options to filter the mailing list view
4. Button to delete the currently selected mailing
5. Mailing list with the most important data

Filtering the View

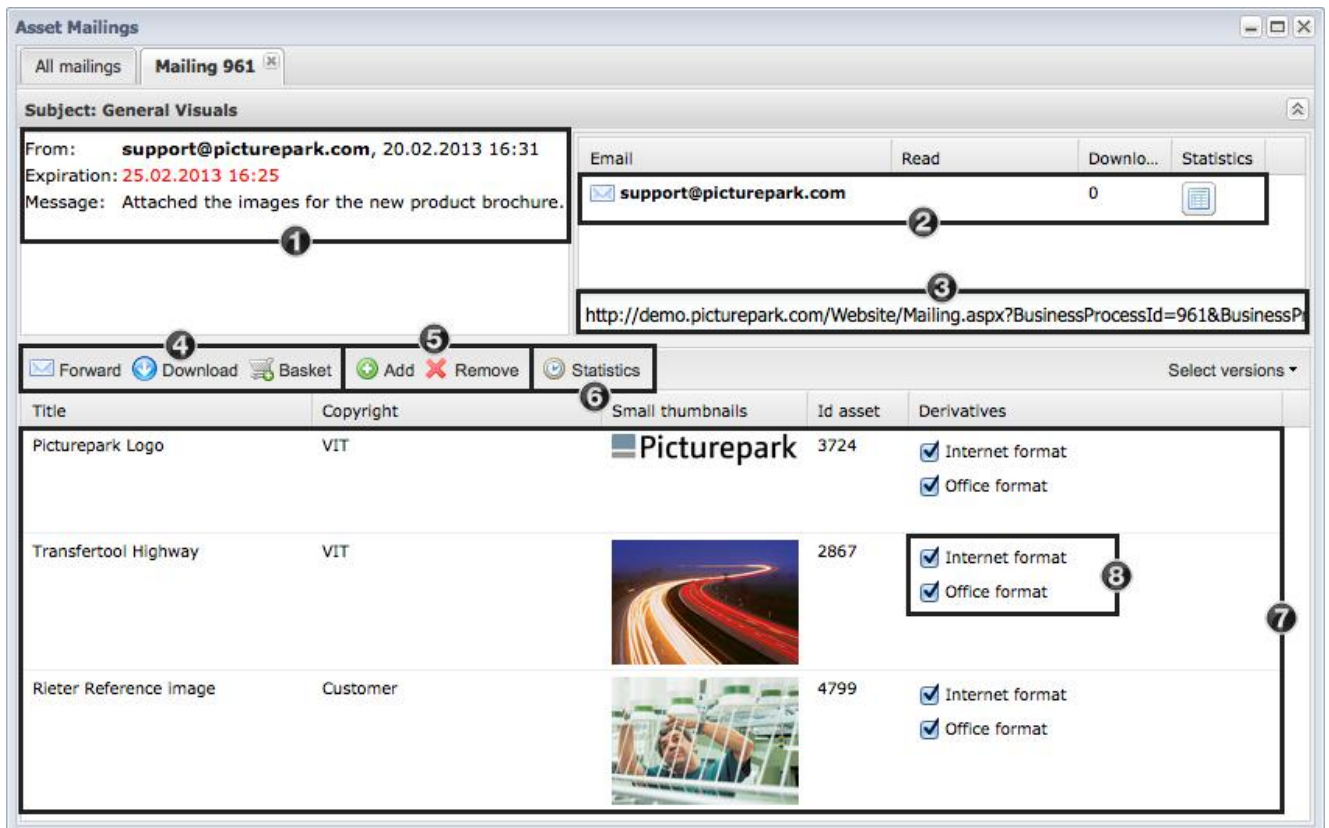
The list of mailings can be filtered using different options.



1. Filtering the view by the mailing state
2. Search field in order to search the list with keywords
3. If this checkbox is activated, the mailings of all users are shown, instead of just your own
4. Browsing through the mailing list pages
5. The list is either sorted ascending or descending with a click on the title of a column in the list

Managing Mailings

The selected mailing opens in a new tab when you click on it in the overview. All the information regarding the selected mailing is displayed in this tab, e.g. message to the recipient and the formats sent.



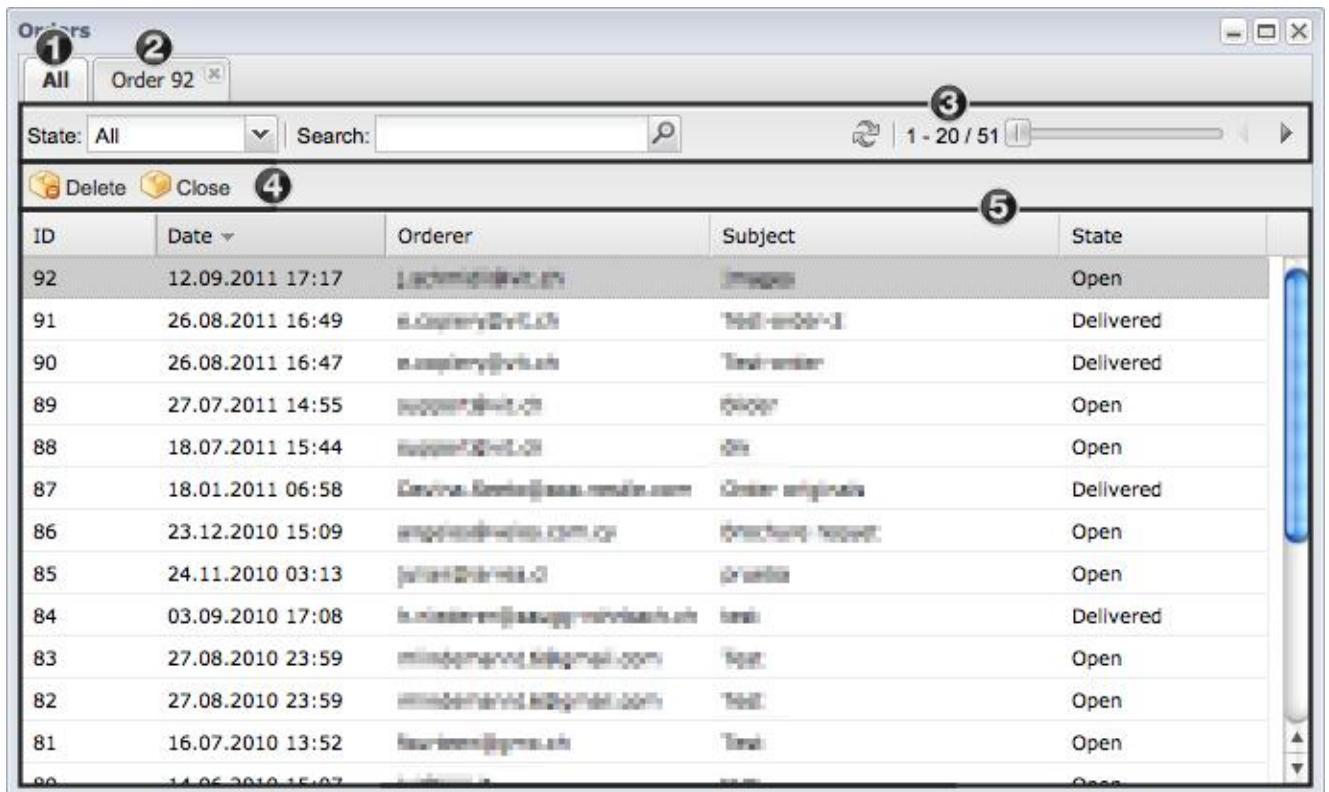
1. Mailing overview
2. List of all recipients. Various information is shown for each recipient: when the mailing was read and if derivatives have been downloaded. A detailed list of all the downloads is shown by clicking on "Statistics".
3. URL for the mailing for the currently selected recipient in the list. If no recipient is selected then the first recipient in the list is shown.
4. Further processing of the sent assets and their formats.
5. Addition and removal of assets from the mailing.
6. The display of a detailed statistic for the selected mailing.
7. List of all the assets sent. The sort order of the assets can be changed via drag & drop.
8. Selection of the sent derivatives for each asset.

5.4 Managing Orders

All received orders can be managed in order management.

Order Management Window

A new window opens when you select the order manager from the administrator or user menu.



1. Overview of all orders
2. An addition tab with the order id appears when an order is opened.
3. Options to filter the list of displayed orders
4. Button for deleting or closing the currently selected order
5. List of orders with the most important data

Filtering the View

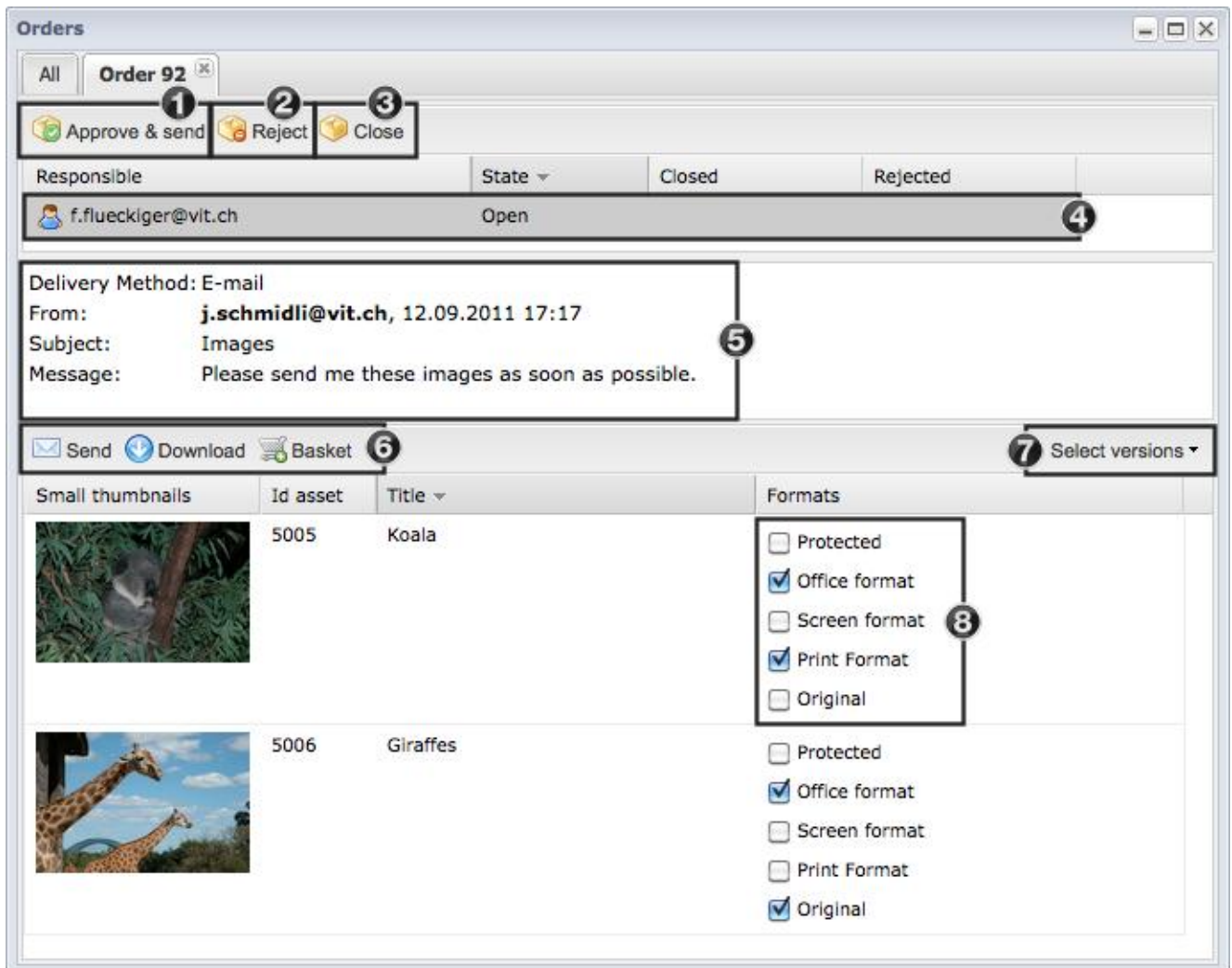
The list of displayed orders can be filtered using various options.



1. Filtering the view for a selected state
2. Search field for searching through the list using keywords
3. Browsing through the mailing list pages
4. The list is either sorted ascending or descending with a click on the title of a column in the list

Managing Orders

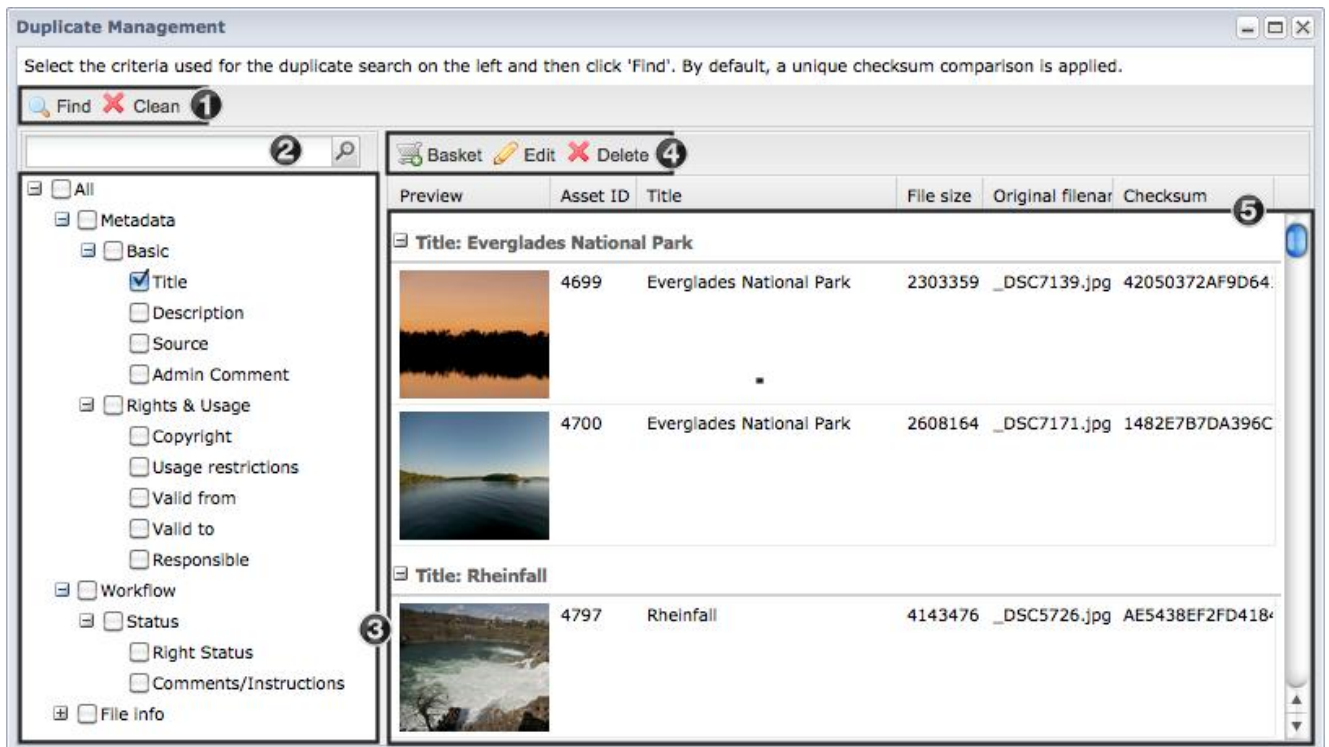
The selected order opens in a new tab when you double click on the order. All the information regarding an order is shown in this tab e.g. comments to the order or the ordered formats.



1. Approve and send the order with the selected formats to the orderer
2. Reject the order with a reason as to why it was rejected
3. Close the order
4. List of all users that can make decisions regarding the order. Depending on the configuration this might only be the administrator or the responsible users of the selected assets
5. Overview of all the orderers details (desired delivery method, email address, order date, subject and message)
6. Menu for further processing of the assets ordered
7. Individual or multiple assets can be selected / unselected with this function
8. Selection of the formats ordered. This selection can be changed for each asset before approving the order

5.5 Duplicates

The duplicate search allows you to find assets with the same properties. The search can be individually customised with the selection of various criteria. A duplicate search on the checksum is automatically done when the duplicate manager is opened.



1. Running of the duplicate search with the selected criteria.
2. Keyword search, with which the appropriate criteria can be found
3. List of all available criteria, by which duplicate assets can be differentiated
4. Menu for further processing of the selected assets
5. List of all duplicates found, which are combined into groups

5.6 Configuration

Various Picturepark configurations can be made in this area:

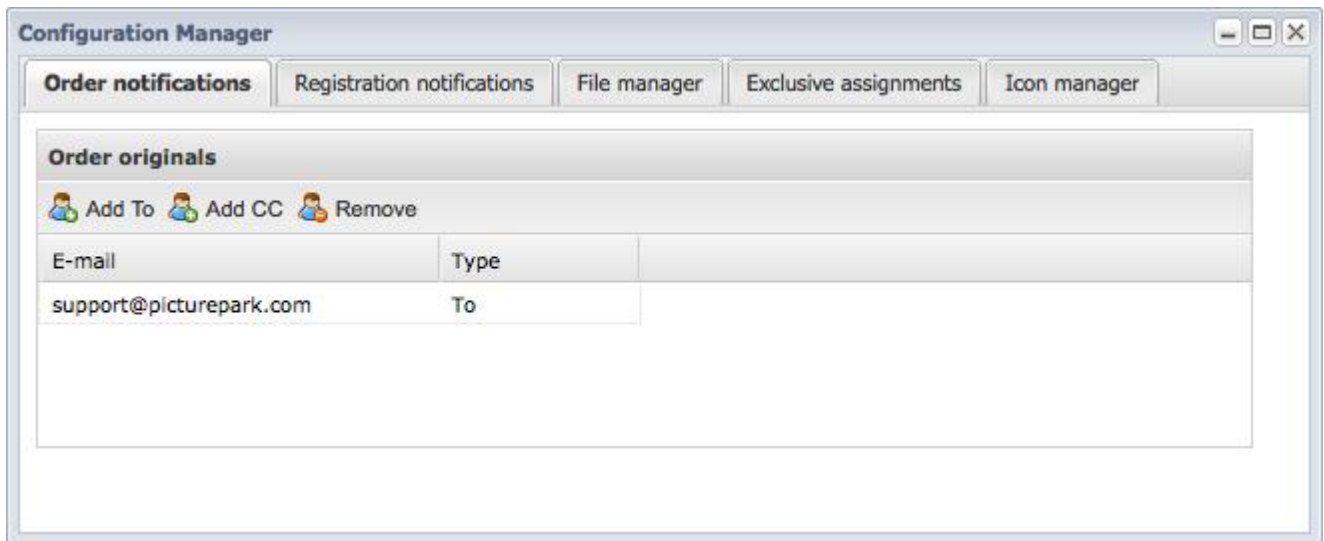
- [Notifications](#): Definition of the recipient of order and registration notifications
- [File manager](#): Management of start pages and header files
- [Exclusive Assignments](#): Management of exclusivity groups for categories and classes
- [Icon Manager](#): Management of icons used in Picturepark

5.6.1 Notifications

The recipients for different notifications can be configured in this area:

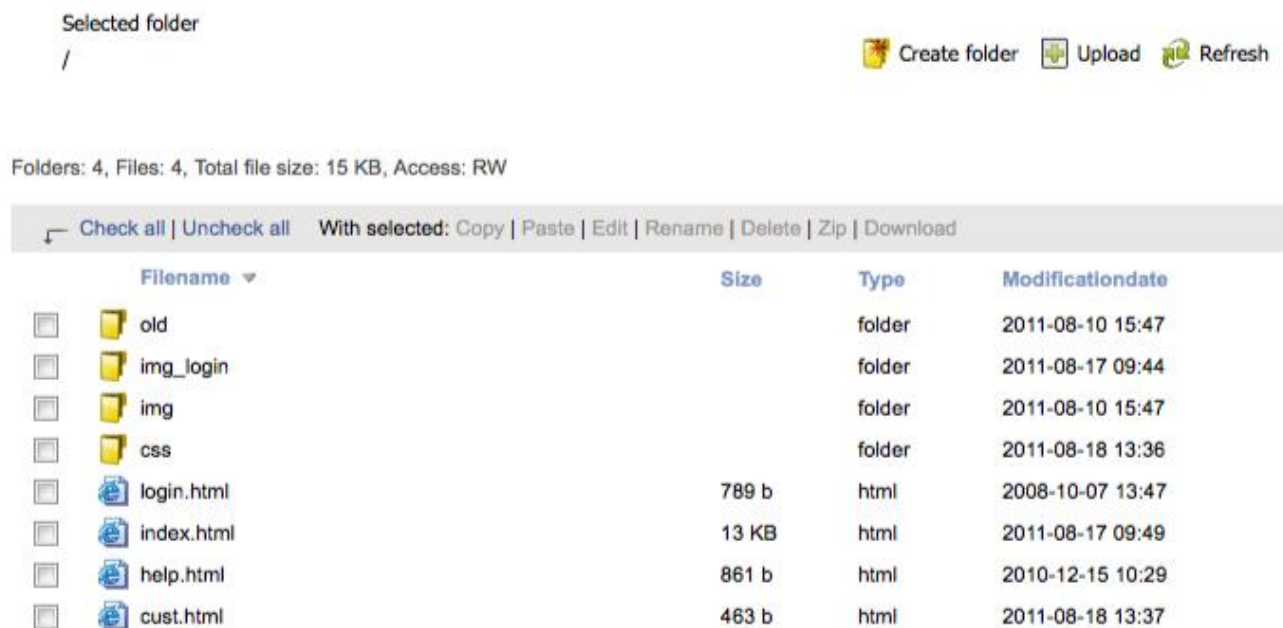
- Administration: Registration requests and further system information
- Orders: Orders which can be processed further directly in the system

You can change between the details for the orders and the administration using the tabs. The users, which can be selected from a list, can be entered as a "To" - or "CC" contact.



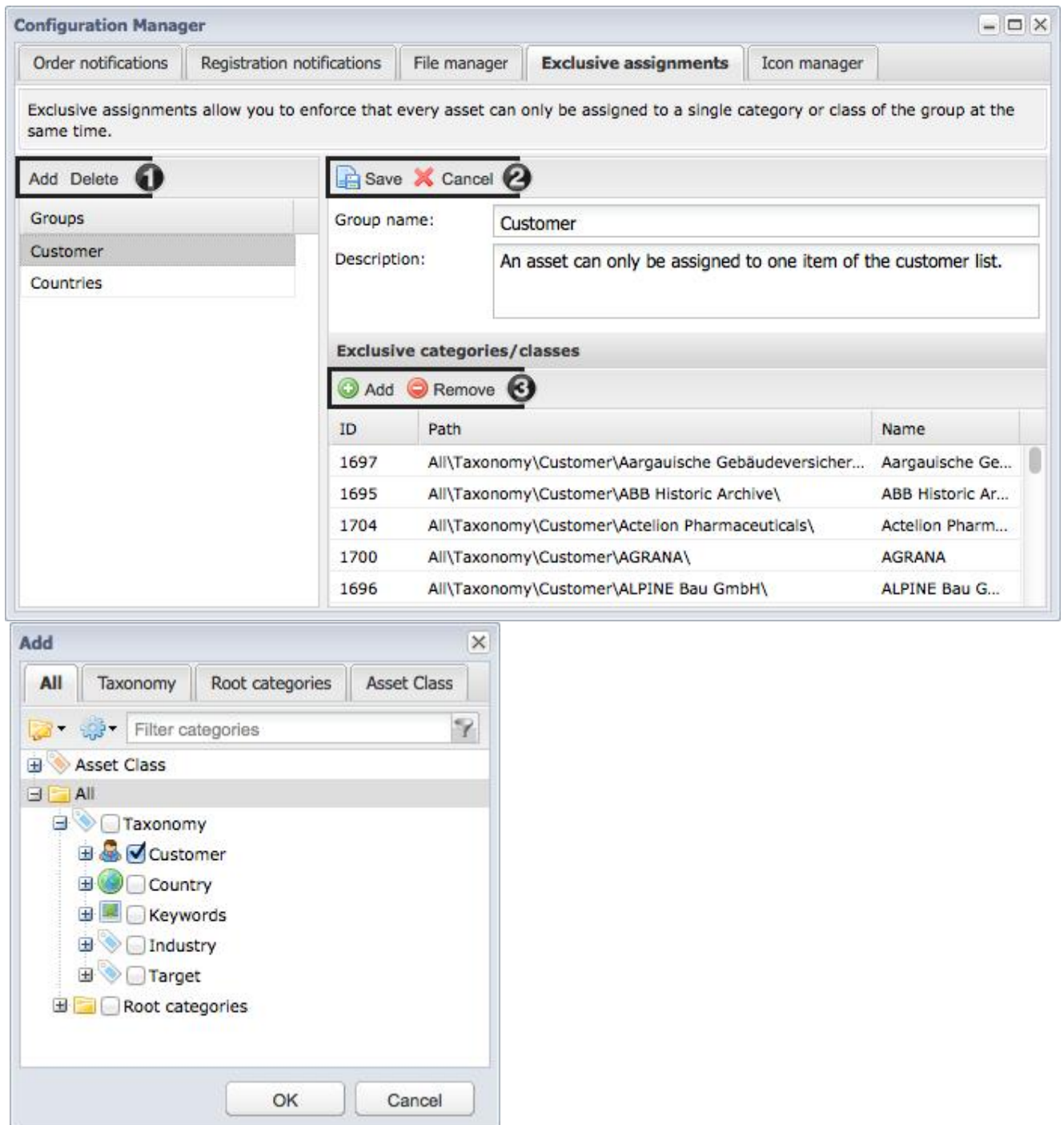
5.6.2 File Manager

Start pages and header files can be managed with the file manager. All users with the corresponding [user rights](#) can open the file manager.



5.6.3 Exclusive Assignments

You can ensure that users can only assign a category or a class from such a group. The asset can also be added to further categories and classes that are not part of the exclusivity group.



1. Addition or deletion of exclusivity groups
2. Saving your changes
3. Addition and removal of categories or classes from the exclusivity groups. To add new entries the corresponding categories/classes can be added in the "Add" window via the checkboxes.

5.6.4 Icon Manager

The icons that are used in the Picturepark can be added and managed in the icon manager. The different icons are divided into the following groups:

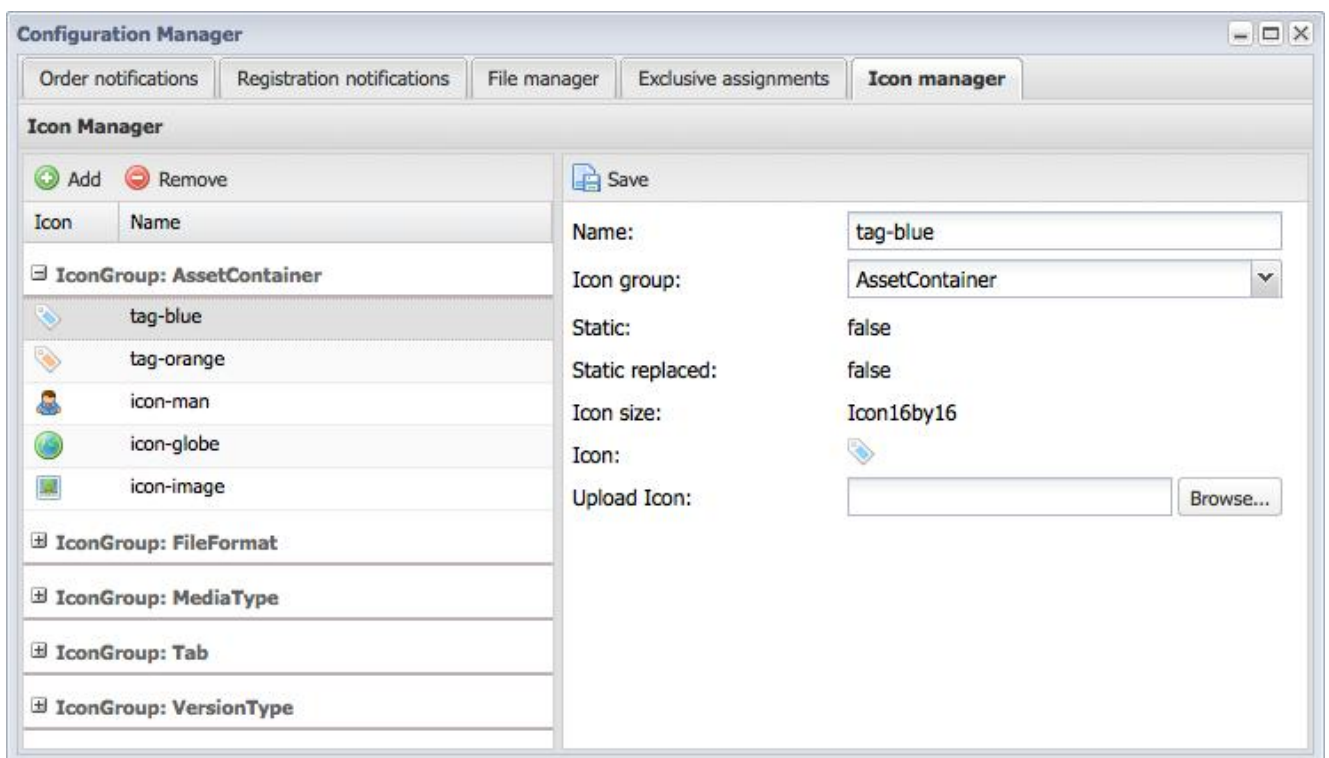
- Asset Container: Icons for the management of categories and classes



- File Format: Icons, which classify the different file formats on thumbnails



- Media Type: Icons used for the filters of media type
- Tab: Icons that can be used for channels
- Version Type: Icons that can be used for the filters of different version types



The following points need to be considered for the management of icons:

- Depending on the icon type the assets must be of the corresponding size (see "Icon size")
- If an icon has the status "true" in "Static", then the name cannot be changed

5.7 CSV Import

Metadata for specified assets can be imported into Picturepark using the metadata import with the help of a csv file. Metadata can be created or current metadata overwritten. A template file can be created using the [report function](#).

In addition you have the option of creating new users in Picturepark via CSV file.

Tip

Metadata imports should always be tested first with a small set of test data. This ensures that the results of the import are correct and no data is lost.

In addition to the metadata import a category creation or assignment can also be carried out. The files must have the following structure:

- **Category/classes (creation)**

The CSV file must include the name for each category language, as well as the descriptions for the new categories. The full path is specified by the "All" channel.

	A	B	C	D	E	F
1	ISOLanguageCode	Fullpath	Description	ISOLanguageCode	Fullpath	Description
2	DE	All\Keywords\Menschen\	Mann, Frau	EN	All\Keywords\Human\	Man, Woman
3	DE	All\Keywords\Tiere\	Säugetier, Fisch	EN	All\Keywords\Animals\	Mammal, Fish

- **Assignment (of categories/classes)**

The CSV file can assign assets to the category referenced in the "FullPath" using the AssetId or the OriginalFileName/ModifiedFileName for example.

	A	B
1	AssetId	FullPath
2	816	All\Keywords\Nature\Sky
3	816	All\Keywords\Color\Blue
4	913	All\Keywords\Nature\Mountain

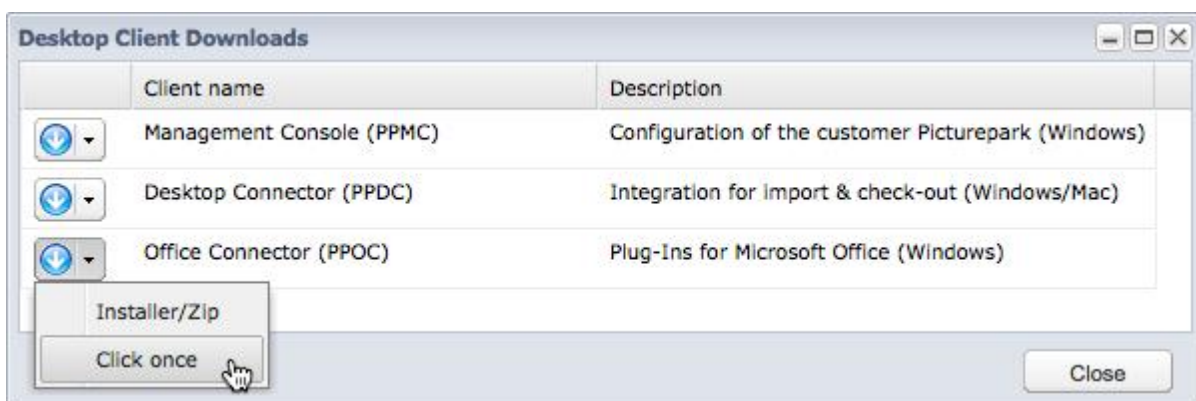
- **Users**

The CSV file for auser must contain the following columns. Multiple user group assignments are possible via a semi-colon as a separator.

- EmailAddress
- Password
- FirstName
- LastName
- Telephone
- Company
- Department
- Street
- Country
- Zip
- City
- LanguageId
- Language4ContentId
- CanChangeOwnProfile
- LoginOnlyWithSecurityToken
- ExpirationDate
- LockDate
- RenewalUntilDate
- UserGroups
- CanBeInternalContact
- UseLdapAuthentication
- ExcludeFromTraffic

5.8 Desktop Clients

All the available desktop applications for Picturepark can be downloaded in this area. The available downloads are license and rights dependent.



6 Use Cases

Various applications are described in this area:

- [Supplier Accounts](#)
- [Taxonomy Structures](#)
- [Multi-client Capability](#)

6.1 Supplier Accounts

Users which import new assets into Picturepark are known as suppliers. Suppliers may be internal or external photographers for example. Suppliers import their data into a special category in Picturepark to which only the supplier and the administrator have access. The administrator checks and approves these assets.

There are no special requirements that need to be met to create a supplier account. To create an account we proceed as follows:

1. Creating a new user group

It is recommended to follow a uniform naming convention for suppliers, so that similar groups can be distinguished. As the list is sorted alphabetically, it is advisable for "supplier" to be included in the user group name. Example: Supplier Agency X, Supplier Agency Y, Supplier Photographer etc. The following should be considered when assigning the rights:

- The user group should have the right to *view users* for the users in their own user group
- The user group must have the rights to *create assets* in the [user rights](#). If desired the possibility of using the [batch import](#) can be granted by assigning the *use batch import* right.
- The user group should have [field rights](#) on all mandatory fields, that need to be filled out on import and other relevant fields.

2. Creating a Kategorie

An individual [category](#) for the corresponding supplier is created in a super category. You should also pay attention to the naming here, so that the category tree remains as clear as possible.

3. Assign rights for the category to the supplier

In order for the supplier to see his category and be able to assign assets certain permissions need to be set. A category right [template](#) is created for this, that is then used for all suppliers. The assigned rights in the template are restricted to

- Settings: *assign and edit* for administrators
- Category rights: *view, edit* and *rights* for administrators

In the next step the previously created category rights templates is assigned for suppliers. The template is adjusted as follows with a click on *alter rights*:

- *View* and *edit* rights for the corresponding supplier user group

Important: As the category rights are altered individually for each supplier category, the rights template is also changed and therefore this rights template **must not be propagated** in the rights template manager. If the template is propagated all changes will be overwritten and the suppliers will no longer have access to their corresponding categories.

4. Creating a new asset rights template

An individual asset rights template is created for each supplier. You should once again pay attention to the naming of the templates here, so that the list remains as clear as possible. The following rights are defined in the template:

- Settings: *assign* and *edit* rights for administrators and the corresponding supplier user group
- Asset rights: all rights for administrators and the corresponding supplier user group

This template is defined as the standard template. When a supplier imports data this template will always be selected by default.

5. Editing existing rights templates

Finally the existing rights templates need to be adjusted. The new user group should e.g. be provided with rights where required in the derivative rights templates.

If a category right template for public access or for categories that all Picturepark users should see (such as a taxonomy structure) then the user group needs to be added to the corresponding templates. Subsequently the template needs to be propagated in order for the changes to be applied.

6. Checking the rights using Impersonate

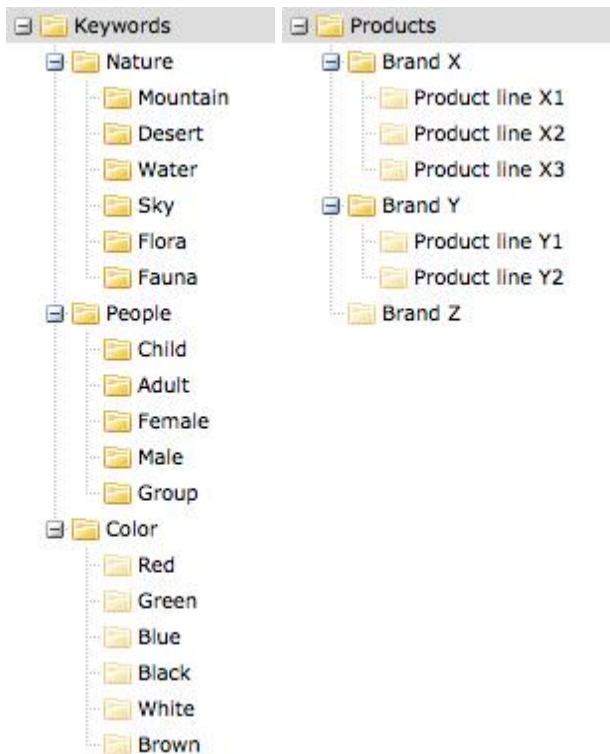
You can check if the rights have been set correctly by impersonating. A test import shows if the asset, category and derivative rights are correct.

7. Informing the user

The user is invited to register in Picturepark or is informed about their account which was already created by the administrator. Information about Picturepark use and the workflow are also sent.

6.2 Taxonomy Structure

A taxonomy structure helps to tag and classify assets. A category tree is created in a separate channel, which is used by multiple authorised users. When naming the assets terms that describe the assets which will later be assigned to the categories are used. A category tree such as this is often hierarchically structured. As these categories are assigned to assets by authorised users, the assets can be consistently tagged and retrieved. Examples:



No special prerequisites are necessary for the set up of the taxonomy structure. A separate channel for the new category structure is helpful, but not absolutely necessary. The process for the set up of a taxonomy structure is as follows:

1. Creation of a rights template for category rights

A separate category rights template needs to be assigned to the categories in the taxonomy structure. All user groups which need to be given rights to assign assets to the categories need to be given the appropriate rights in this template. The following rights should be given for the corresponding user groups:

- View: *view category* and *view content*
- Edit: *assign*

Tip

Assets, which are assigned to a "people" category, can also be found by users who do not have rights on this category by entering "people" in the simple search. The rights on these categories therefore only need to be given to users which need to tag the assets.

2. Set up of the category structure

The category structure can be created after setting up the rights templates and the new template can be assigned to the categories.

3. Checking the rights with impersonate

You can check if the rights have been set correctly by impersonating.

6.3 Multi-Client Capability

Picturepark offers the possibility of being used as a platform for multiple clients. In this way a single Picturepark can be used for multiple departments, business areas, clients or other organisational units. Each unit has full control over their own assets, but not over those of the other units. Depending on the license and configuration, a category tree, own metadata fields, an own user management with roles and rights management, own workflows as well as own personalised channels can be made available. An own channel per unit is recommended but not absolutely necessary.

Adjustments on the server

In an SaaS hosting these changes need to be made by VIT. These changes are only necessary if an own branding per unit is desired.

- Creation of an own start page per unit, accessible via different URLs (e.g. picturepark.yourname.com/ClientA and picturepark.yourname.com/ClientB)
- Creation of an own header per unit. The inclusion of the header is done via the Picturepark Management Console. The use of different headers is only possible if each unit has its own channel.

Adjustments in the Picturepark Management Console

The Picturepark Management Console, PPMC for short, is used to configure individual Picturepark instances. Please contact VIT for access and the user manual for the PPMC. Assistance for the actions listed below can be found in the PPMC user manual. The following adjustments need to be made in the PPMC:

- Creation of a separate channel (if desired)
- Adjustment of the branding: adjustment of the header file, CSS and any scripts per channel.
- Creation of specific metadata fields per unit. The creation of too many client specific fields should be avoided. Where possible the standard fields such as title and description should be used. In this way the search index can be more easily built and later system maintenance is facilitated.

Adjustments in Picturepark

The following adjustments can be made by any Administrator or any user with the required rights.

- Creation of a corresponding [user group](#) per unit. It may be necessary to create more than one user group per unit e.g. an administrator usergroup and appropriate sub-categories. It is important that the naming of the user groups is consistent in order to facilitate their management. The user groups are directly assigned the following rights:
- In the [user group management](#) the rights to the specific metadata fields for the corresponding unit are assigned for each user group.
- Creation of the appropriate [rights templates](#) per unit.
- [Assigning](#) of category rights for the corresponding channels and categories, so that each unit can only see their own content.
- Informing the units after the configuration is completed.

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